Supplementary Information for Legislative Review

2002-2003 Departmental Expenditure Estimates

Manitoba Transportation and Government Services

102-06785/

DEPARTMENT OF TRANSPORTATION AND GOVERNMENT SERVICES AND EMERGENCY EXPENDITURES

SUPPLEMENTARY INFORMATION

FOR LEGISLATIVE REVIEW

2002-2003 DEPARTMENTAL EXPENDITURE ESTIMATES

PREFACE

This document has been produced by the Department of Transportation and Government Services and Emergency Expenditures as a departmental supplement to its Printed Main Estimates. It is intended to provide background information on the Department which should complement the information already contained in the Printed Main Estimates.

The contents of the supplement are organized into seven parts. The first part provides an overview of the Department of Transportation and Government Services' 2002/2003 budget requirements. The second part provides program and financial information including details of staffing requirements and expenditures. The information in Part Two is organized on the basis of existing main appropriations so that it will provide an easy cross reference to the Printed Main Estimates. Part Three provides a five year historical budget comparison. Part Four includes financial information regarding the capital investment of the Department. Part Five includes program and financial information relating to Special Operating Agencies. Part Six includes an overview of the Emergency Expenditure Fund. A standard glossary of terms is also included at the end of the document in Part Seven.

It is hoped that this additional information will assist members of the Legislative Assembly in their examination of the Expenditure Estimates of the Department of Transportation and Government Services.

Steve Ashton

HONOURABLE STEVE ASHTON
MINISTER OF TRANSPORTATION
AND GOVERNMENT SERVICES

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PART 1

DEPARTMENTAL OVERVIEW

DEPARTMENT OF TRANSPORTATION AND GOVERNMENT SERVICES

MINISTER

HONOURABLE STEVE ASHTON

TRANSPORTATION

DEPUTY MINISTER

ANDREW T. HOROSKO

VISION

A transportation system that is safe, efficient and supports the sustainable social and economic growth of the Province.

MISSION

To establish and manage provincial highways and northern airports, to regulate and licence users of the highway system, and to facilitate transportation services development.

ROLE

The principal role of Transportation is to provide the citizens of Manitoba with safe, efficient and environmentally compatible transportation systems which contribute to the sustainable economic growth and social well-being of the Province. The overall responsibilities include:

- planning and designing highway systems based on a comprehensive and integrated approach to the economy and environment;
- constructing and maintaining the highway infrastructure to a standard that provides for the safe, efficient and convenient movement of people, goods and services;
- developing and enforcing regulations pertaining to the use of the provincial highway network to achieve travel safety and protection of road infrastructure;
- promoting the safe operation of all types of vehicles on and off the road network through delivery of driver licencing, vehicle registration and safety programs;
- providing residents of northern and remote communities with safe and efficient air and marine services by operating ferries and airstrips in remote communities;
- developing policy options on provincial and inter-jurisdictional transportation issues;
- assisting municipal and local governments to develop and maintain local transportation infrastructure through the provision of grants and other support services; and
- administering transportation-related regulations through appropriate boards and committees.

GOVERNMENT SERVICES

A/DEPUTY MINISTER

GERRY BEREZUK

VISION

To be the recognized leader in emergency coordination and the provision of facility management and specialized support services to the public sector.

MISSION

To excel in the delivery of:

- Emergency Coordination
- Facility Management
- Procurement and Distribution Services
- Technology Infrastructure
- Fleet and Air Transportation Services

ROLE

Government Services is charged with providing a wide range of central support services to Cabinet, Treasury Board, all departments and some agencies, boards, corporations, and commissions of the Manitoba Government. The primary responsibilities include:

- providing province-wide emergency coordination and management services;
- planning, design, acquisition/construction, and management of Government property;
- acquisition, supply and management of common commodities and services such as fleet vehicles, procurement, office equipment, accommodation, desktop management, inventory management, telecommunications and postal services;
- providing services such as aviation support for air ambulance and forest fire suppression;
- consulting with clients as to their needs and expectations;
- advising Cabinet and Treasury Board in the development of policies, procedures, and standards to provide effective and efficient service; and
- administration of the Emergency Expenditures Fund, Vote 27-1.

SCHEDULE 1

STATUTORY RESPONSIBILITIES OF THE MINISTER OF TRANSPORTATION AND GOVERNMENT SERVICES

Transportation

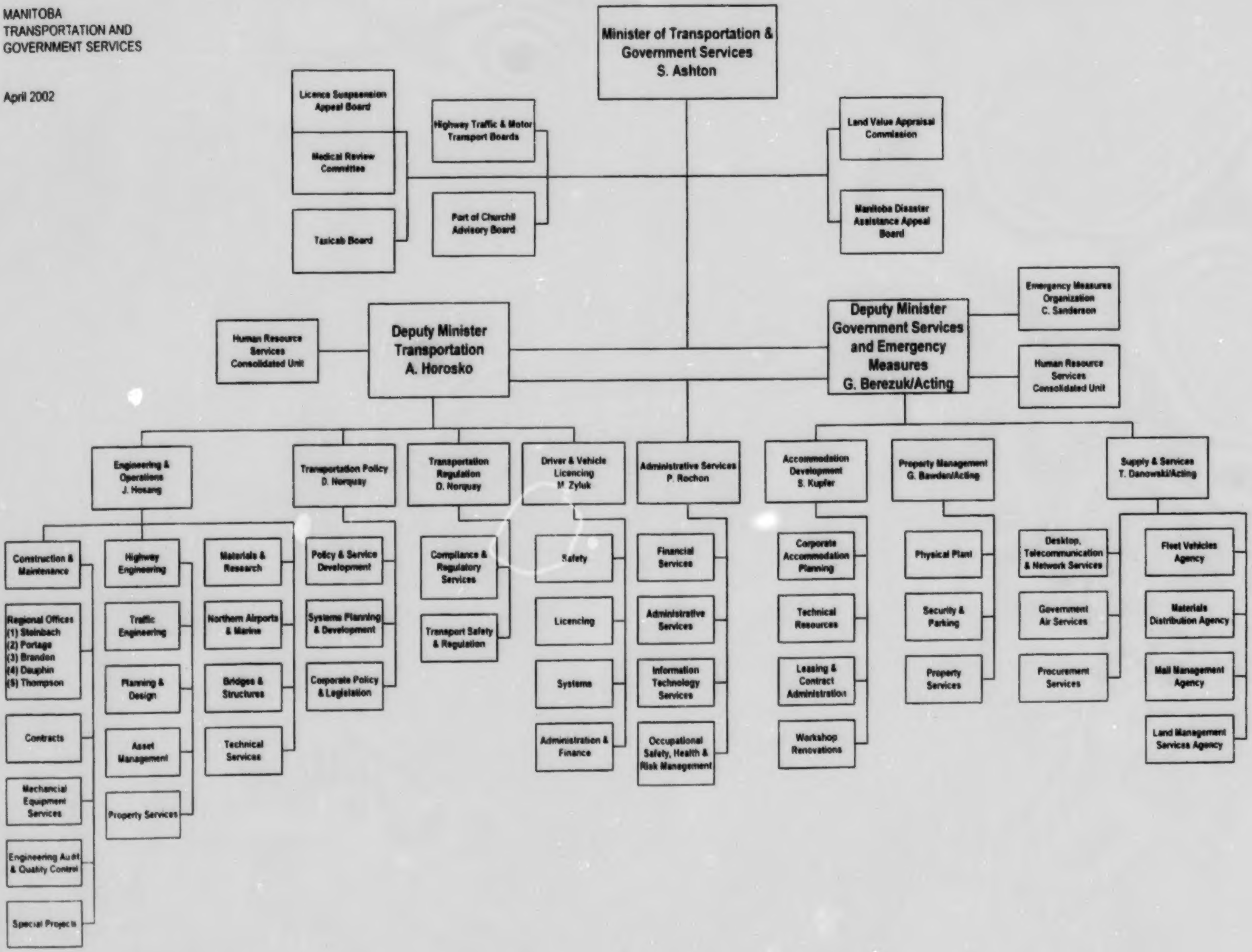
H40	The Highways and Transportation Act
H50	The Highways Protection Act
H60	The Highway Traffic Act
H65	The Highways and Transportation Construction Contracts Disbursement Act
031	The Off-Road Vehicles Act
T10	The Taxicab Act
T140	The Trans-Canada Highway Act

Government Services

E80	The Emergency Measure Act
E85	The Emergency 911 Public Safety Answering Point Act
G70	The Government Air Services Act
G80	The Government House Act
G90	The Government Purchases Act
L40	The Land Acquisition Act
P300	The Public Works Act

MANITOBA
TRANSPORTATION AND
GOVERNMENT SERVICES

April 2002


Minister of Transportation & Government Services
S. Ashton
Licence Suspension Appeal Board
Medical Review Committee
Taxicab Board
Highway Traffic & Motor Transport Boards
Port of Churchill Advisory Board
Land Value Appraisal Commission
Manitoba Disaster Assistance Appeal Board
Human Resource Services Consolidated Unit
Deputy Minister Transportation
A. Horosko
Deputy Minister Government Services and Emergency Measures
G. Berezuk/Acting
Emergency Measures Organization
C. Sanderson
Human Resource Services Consolidated Unit
Engineering & Operations
J. Hosang
Construction & Maintenance
Regional Offices
(1) Steinbach
(2) Portage
(3) Brandon
(4) Dauphin
(5) Thompson
Contracts
Mechanical Equipment Services
Engineering Audit & Quality Control
Special Projects
Highway Engineering
Traffic Engineering
Planning & Design
Asset Management
Property Services
Materials & Research
Northern Airports & Marine
Bridges & Structures
Technical Services
Transportation Policy
D. Norquay
Policy & Service Development
Systems Planning & Development
Corporate Policy & Legislation
Transportation Regulation
D. Norquay
Compliance & Regulatory Services
Transport Safety & Regulation
Driver & Vehicle Licencing
M. Zyluk
Safety
Licencing
Systems
Administration & Finance
Administrative Services
P. Rochon
Financial Services
Administrative Services
Information Technology Services
Occupational Safety, Health & Risk Management
Accommodation Development
S. Kupfer
Corporate Accommodation Planning
Technical Resources
Leasing & Contract Administration
Workshop Renovations
Property Management
G. Bawden/Acting
Physical Plant
Security & Parking
Property Services
Supply & Services
T. Danowski/Acting
Desktop, Telecommunication & Network Services
Government Air Services
Procurement Services
Fleet Vehicles Agency
Materials Distribution Agency
Mail Management Agency
Land Management Services Agency

SCHEDULE 3

DEPARTMENT OF TRANSPORTATION AND GOVERNMENT SERVICES
SUMMARY OF PROGRAMS

	ESTIMATES OF EXPENDITURE 2002/03 $(000s)	CHANGE FROM 2001/02 %	ESTIMATES OF EXPENDITURE 2001/02 $(000s)*
1. Administration and Finance	**9,422.1**	3.7	9,085.8
2. Highways and Transportation Programs	**64,800.2**	4.9	61,769.4
3. Accommodation Development and Property Management	**32,865.7**	(8.1)	35,744.0
4. Supply and Services	**7,034.2**	(0.4)	7,062.4
5. Emergency Measures Organization	**1,572.9**	1.4	1,551.2
6. Infrastructure Works	**198,722.0**	7.3	185,234.9
7. Amortization and Other Costs Related to Capital Assets	**26,739.7**	0.4	26,637.5
TOTAL APPROPRIATIONS FOR TRANSPORTATION AND GOVERNMENT SERVICES	**341,156.8**	4.3	327,085.2

Summary of Expenditure Appropriations

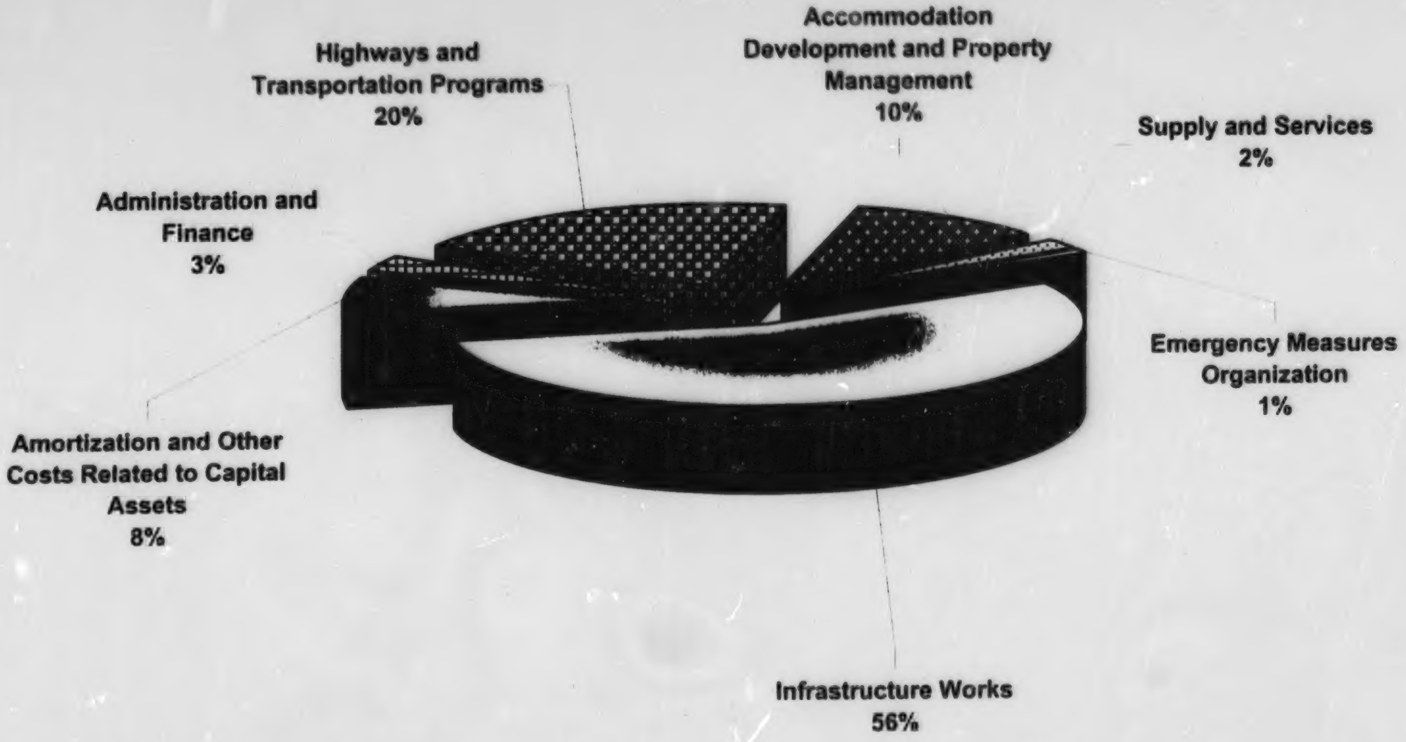
	ESTIMATES OF EXPENDITURE 2002/03 $(000s)	CHANGE FROM 2001/02 %	ESTIMATES OF EXPENDITURE 2001/02 $(000s)*
Operating Expenditures	**198,519.4**	0.3	197,903.0
Capital Grants	**1,600.0**	(20.0)	2,000.0
Infrastructure	**127,872.0**	12.2	114,008.0
Amortization	**13,165.4**	(0.1)	13,174.2
TOTAL APPROPRIATIONS FOR TRANSPORTATION AND GOVERNMENT SERVICES	**341,156.8**	4.3	327,085.2

*Reconciliation Statement - $(000s)

Printed Estimates of Expenditure 2001/02	311,221.9
Allocation of funds from:	
- Finance re: Public Debt	13,463.3
- Enabling Appropriations re: Canada-Manitoba Enabling Vote	
- Northern Airports Improvement Program	2,400.0
Estimates of Expenditure 2001/02 (Adjusted)	327,085.2

Percentage Distribution of Expenditures by Division

Chart 1



SCHEDULE 4

DEPARTMENT OF TRANSPORTATION AND GOVERNMENT SERVICES
EXPENDITURE SUMMARY
BY SALARY, OPERATING AND GRANTS

ELEMENT	ESTIMATES OF EXPENDITURE 2002/03 $(000'S)	ESTIMATES OF EXPENDITURE 2001/02 $(000'S)
Salaries & Employee Benefits (Details on Schedule 5)	**131,071.6**	127,474.8
OPERATING EXPENDITURES	**109,430.3**	107,750.7
(Less Recoverable from Other Appropriations)	**(110,978.7)**	(105,904.5)
GRANTS	**1,441.1**	1,971.7
INFRASTRUCTURE WORKS (LESS Salaries & Recoveries)	**183,452.8**	169,155.0
AMORTIZATION EXPENSE	**26,739.7**	26,637.5
TOTAL	**341,156.8**	327,085.2

SCHEDULE 5

DEPARTMENT OF TRANSPORTATION AND GOVERNMENT SERVICES FULL-TIME EQUIVALENT SUMMARY BY APPROPRIATION

			ESTIMATES OF EXPENDITURE 2002/03 $(000'S)		ESTIMATES OF EXPENDITURE 2001/02 $(000'S)	
NO.	APP. NO.	DIVISION/BRANCH	FTE	SALARIES*	FTE	SALARIES
15.1	15-1	Administration and Finance				
	(a)	Minister's Salary	**1.00**	**28.4**	1.00	28.1
	(b)	Executive Support	**12.00**	**796.9**	12.00	731.9
	(c)	Administrative Services	**10.00**	**548.9**	10.00	493.9
	(d)	Financial Services	**26.00**	**1,322.2**	26.00	1,283.2
	(e)	Human Resource Services	**30.75**	**1,678.3**	30.75	1,565.9
	(f)	Information Technology Services	**38.00**	**2,617.3**	38.00	2,435.5
	(g)	Occupational Safety, Health and Risk Management	**4.00**	**224.5**	4.00	212.1
	(h)	Lieutenant Governor's Office	**3.00**	**148.5**	3.00	143.6
		TOTAL	**124.75**	**7,365.0**	124.75	6,894.2
15.2	15-2	Highways and Transportation Programs				
	(a)	Management Services	**10.00**	**648.6**	10.00	627.4
	(b)	Operations and Contracts	**46.50**	**2,422.5**	46.50	2,245.9
	(c)	Bridges and Structures	**37.00**	**2,354.8**	37.00	2,147.7
	(d)	Transportation Safety and Regulatory Services	**71.31**	**3,400.1**	65.31	2,933.5
	(e)	Regional Offices				
		(1) Eastern Region	**50.00**	**2,590.2**	50.00	2,440.2
		(2) South Central Region	**48.00**	**2,442.2**	48.00	2,323.2
		(3) South Western Region	**45.00**	**2,363.9**	45.00	2,228.5
		(4) West Central Region	**37.00**	**1,911.0**	37.00	1,787.7
		(5) Northern Region	**30.00**	**1,788.2**	30.00	1,601.3
	(f)	Other Jurisdictions	**15.00**	**630.9**	15.00	616.7
	(g)	Planning and Design	**29.00**	**1,648.4**	29.00	1,551.0
	(h)	Northern Airports & Marine Services	**77.23**	**3,877.7**	77.23	3,742.9
	(j)	Materials and Research	**36.00**	**1,941.9**	36.00	1,817.9
	(k)	Traffic Engineering	**16.00**	**875.2**	16.00	827.7
	(m)	Policy, Planning and Development	**28.00**	**1,803.4**	28.00	1,706.5
	(n)	Driver and Vehicle Licencing	**300.65**	**13,076.1**	296.15	12,275.4

DEPARTMENT OF TRANSPORTATION AND GOVERNMENT SERVICES
FULL-TIME EQUIVALENT SUMMARY BY APPROPRIATION

			ESTIMATES OF EXPENDITURE 2002/03 $(000'S)		ESTIMATES OF EXPENDITURE 2001/02 $(000'S)	
NO.	APP. NO.	DIVISION/BRANCH	FTE	SALARIES*	FTE	SALARIES
	(p)	Boards and Committees				
		(1) Motor Transport and Highway Traffic Boards	6.00	365.7	6.00	327.7
		(2) Licence Suspension Appeal Board and Medical Review Committee	4.00	263.3	4.00	247.8
		(3) Taxicab Board	8.00	393.8	8.00	361.3
		TOTAL	894.69	44,797.9	884.19	41,810.3
15.3	15-3	Accommodation Development and Property Management				
	(a)	Accommodation Development	43.38	1,598.1	43.38	2,471.7
	(b)	Workshop/Renovations	46.60	2,186.2	46.60	2,098.9
	(c)	Physical Plant	355.09	15,660.7	360.09	15,297.5
	(e)	Property Services	12.00	603.2	15.00	653.4
	(f)	Security and Parking	96.79	3,688.0	94.79	3,424.7
			553.86	23,736.2	559.86	23,946.2
15.4	15-4	Supply and Services				
	(a)	Procurement Services	33.60	1,754.5	33.60	1,695.5
	(b)	Government Air Services	78.00	5,263.0	75.00	4,899.8
	(c)	Desktop, Telecommunication and Network Services	36.12	2,093.5	36.12	2,012.0
			147.72	9,111.0	144.72	8,607.3
15.5	15-5	Emergency Measures Organization				
	(a)	Emergency Measures Organization	19.00	1,059.5	19.00	1,030.9

SCHEDULE 5

DEPARTMENT OF TRANSPORTATION AND GOVERNMENT SERVICES
FULL-TIME EQUIVALENT SUMMARY BY APPROPRIATION

			ESTIMATES OF EXPENDITURE 2002/03 $(000'S)		ESTIMATES OF EXPENDITURE 2001/02 $(000'S)	
NO.	APP. NO.	DIVISION/BRANCH	FTE	SALARIES*	FTE	SALARIES
15.6	15-6	Infrastructure Works				
	(a)	Maintenance Program	**659.27**	**22,664.6**	659.27	23,099.4
	(b)	Mechanical Equipment Services	**198.50**	**7,669.8**	198.50	7,442.0
	(c)	Construction and Upgrading of Provincial Trunk Highways, Provincial Roads and Related Projects	**329.75**	**13,785.5**	329.75	13,785.5
	(e)	Work in Municipalities, LGD's and Unorganized Territory	**25.00**	**882.1**	25.00	859.0
		TOTAL	**1,212.52**	**45,002.0**	1,212.52	45,185.9
		TOTAL FOR DEPARTMENT OF TRANSPORTATION & GOVERNMENT SERVICES	**2,952.54**	**131,071.6**	2,945.04	127,474.8

* All salary figures, with the exception of the Minister's, include employee benefits as defined in the glossary.

SCHEDULE 6

DEPARTMENT OF TRANSPORTATION AND GOVERNMENT SERVICES
FULL-TIME EQUIVALENT SUMMARY 2002/2003
BY STAFF CATEGORY

	Division													
Categories	**Administration and Finance**		**Highways and Transportation Programs**		**Accommodation Development and Property Management**		**Supply and Services**		**Emergency Measures Organization**		**Infrastructure Works**		**TOTAL**	
	FTE	**$**	**FTE**	**$**	**FTE**	**$**	**FTE**	**$**	**FTE**	**$**	**FTE**	**$**	**FTE**	**$**
Managerial	11.00	858.0	33.00	2,588.4	16.00	1,114.6	4.00	332.3	2.00	144.7	1.00	68.4	**67.00**	**5,106.4**
Professional/ Technical	58.00	3,552.8	490.23	25,052.5	496.86	19,374.7	102.12	6,377.3	-	-	1,178.52	39,518.5	**2,325.73**	**93,875.8**
Administrative Support	55.75	2,299.1	371.46	14,147.9	41.00	1,676.0	41.60	1,782.0	17.00	855.1	33.00	1,285.1	**559.81**	**22,045.2**
Board Members		-		190.6		-		-		-		-		**190.6**
TOTAL	**124.75**	**6,709.9**	**894.69**	**41,979.4**	**553.86**	**22,165.3**	**147.72**	**8,491.6**	**19.00**	**999.8**	**1,212.52**	**40,872.0**	**2,952.54**	**121,218.0**

EXPLANATION:

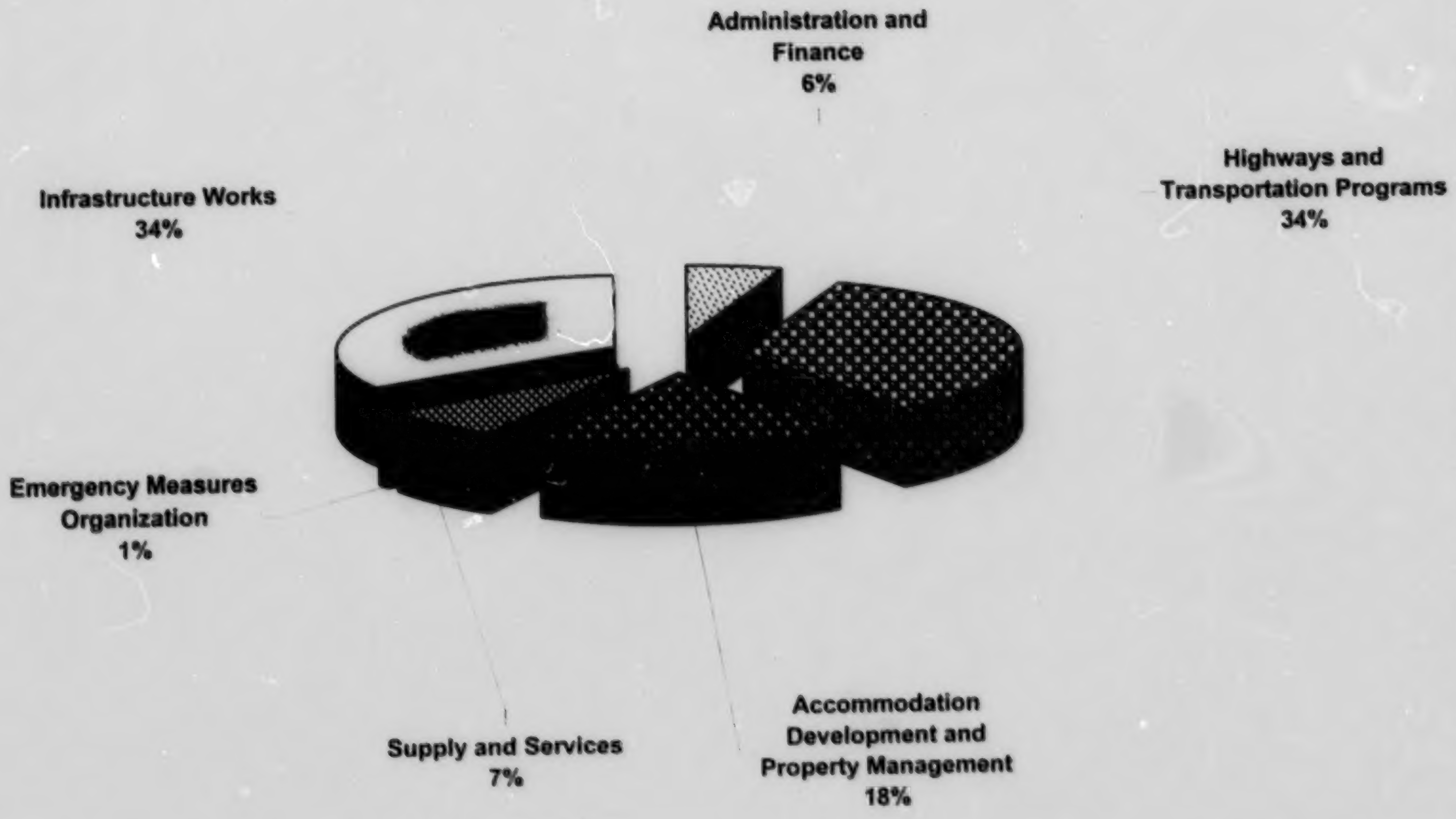
1. Fractions of full-time equivalent represent weeks of employment. For example: 0.50 FTE means 26 weeks of employment.

2. Reconciliation of Salary Amounts

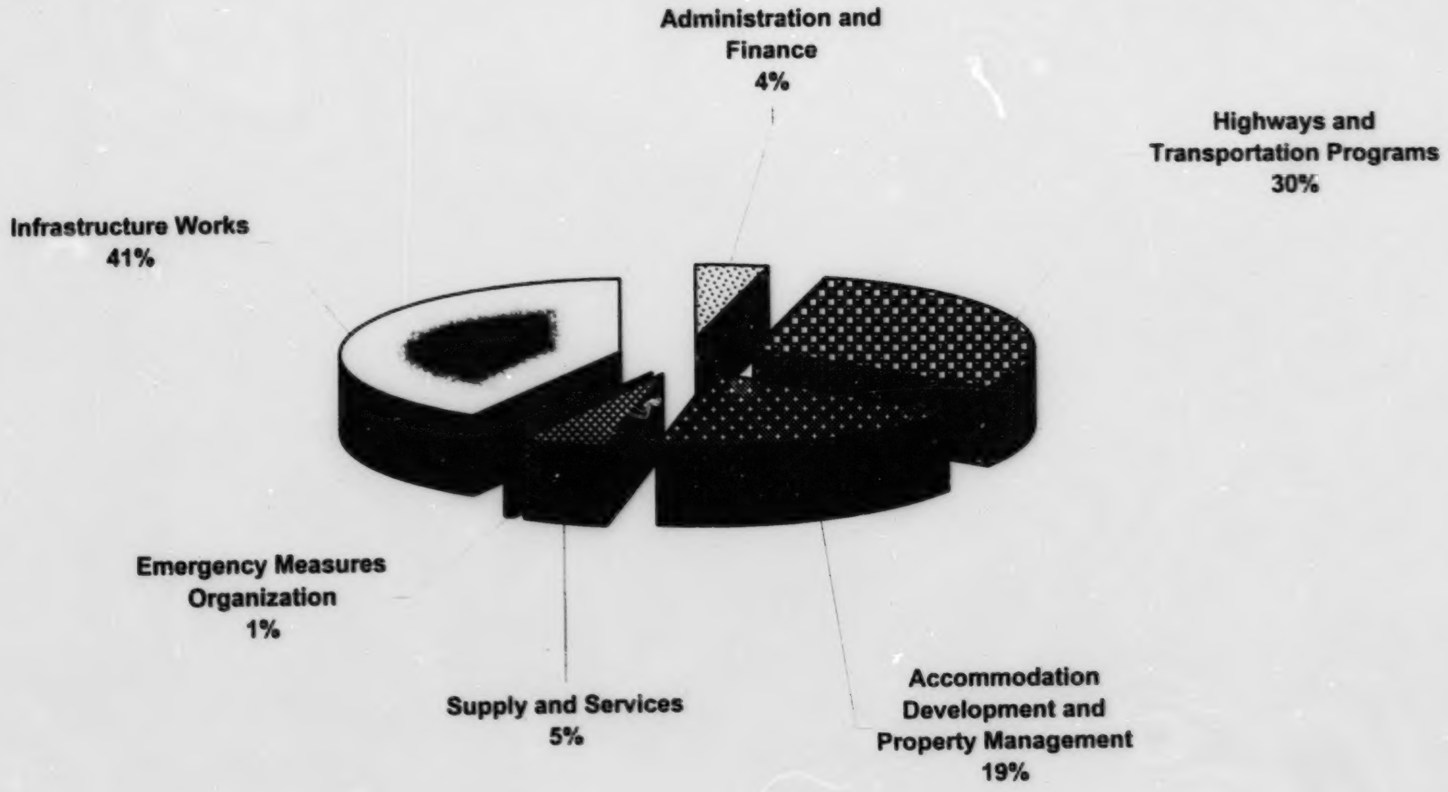
Total Salary Costs per above	121,218.0
Employee Benefits	13,002.2
Allowance for Staff Turnover	(3,148.6)
Net Salary Costs per Schedule 5	131,071.6

Percentage Distribution of Salaries

Chart 2



Percentage Distribution of Full Time Equivalents
Chart 3



PART 2

PROGRAM AND FINANCIAL INFORMATION

Resolution No .	Approp. No.	Transportation and Government Services (15) Details of Appropriation	**Estimates of Expenditure 2002/03 $(000's)**	Estimates of Expenditure 2001/02 $(000's)
15.1	1.	ADMINISTRATION AND FINANCE	**9,422.1**	9,085.8

- Coordinates the departmental administration and planning process, reviews legislation, policies and programs, manages the communication and business planning programs and provides for the departmental occupational safety and health and risk management programs.

- Develops and administers corporate financial policy and oversight, provides centralized accounting services, financial planning and review services and financial reporting services, administers the accommodation cost recovery program.

- Provides human resource management services in the areas of training, career counselling, resource planning, job classification, labour relations, staffing and payroll and benefits administration.

- Coordinates information systems activities within the department to ensure appropriate deployment of related resources in addressing management information needs.

- Provides administrative oversight and pays the indemnities for the Highway Traffic & Motor Transport Board, the Taxicab Board, the License Suspension Appeal Board, the Land Value Appraisal Commission and the Port of Churchill Advisory Board.

a)	Minister's Salary	**28.4**	28.1
b)	Executive Support	**922.2**	859.2
c)	Administrative Services	**776.4**	737.9
d)	Financial Services	**1,705.8**	1,705.9
e)	Human Resource Services	**2,026.9**	1,947.6
f)	Information Technology Services	**3,393.2**	3,251.9
g)	Occupational Safety, Health and Risk Management	**287.1**	278.0
h)	Lieutenant Governor's Office	**254.7**	249.8
j)	Land Value Appraisal Commission	**27.4**	27.4
		9,422.1	9,085.8

SUB-APPROPRIATION 15-1A

MINISTER'S SALARY

Provides for the additional compensation to which an individual appointed to the Executive Council is entitled.

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**1.00**	**28.4**	1.00	28.1

SUB-APPROPRIATION 15-1B

EXECUTIVE SUPPORT

OBJECTIVES:

To provide executive management direction and monitoring for the Department.

To provide administrative support for the Minister and Deputy Ministers.

ACTIVITY IDENTIFICATION:

Advises the Minister on all aspects of policy affecting the Department.

Coordinates and manages the activities of the Department.

Provides administrative support for the offices of the Minister and Deputy Ministers.

EXPECTED RESULTS:

The development of departmental policy positions.

The management of departmental activities and projects.

The delivery of administrative services to the offices of the Minister and Deputy Ministers.

SUB-APPROPRIATION 15-1B

EXECUTIVE SUPPORT

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**2.00**	**240.7**	2.00	235.3
Professional/Technical	**2.00**	**107.3**	2.00	98.1
Administrative Support	**8.00**	**365.3**	8.00	327.3
Employee Benefits	**-**	**93.4**	-	81.0
	12.00	**806.7**	12.00	741.7
Less: Allowance for Staff Turnover	**-**	**(9.8)**	-	(9.8)
Total Salaries & Employee Benefits	**12.00**	**796.9** [1]	12.00	731.9
OTHER EXPENDITURES				
Transportation		**50.5**		52.5
Communication		**25.7**		25.7
Supplies and Services		**26.6**		26.6
Other Operating		**22.5**		22.5
Total Other Expenditures		**125.3**		127.3
TOTAL SUB-APPROPRIATION		**922.2**		859.2

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-1C

ADMINISTRATIVE SERVICES

OBJECTIVES:

To develop, monitor and evaluate management policies, systems and procedures.

To provide co-ordinated executive support, corporate communications and administrative services functions.

ACTIVITY IDENTIFICATION:

Provides corporate management direction through the Office of Assistant Deputy Minister, Administration and Finance including executive support, corporate communications and administrative services support to the divisions of the Department as well as to the Minister's and Deputy Ministers' offices.

Develops and co-ordinates preparation of position or policy papers on departmental or government-wide issues and assists in the preparation of responses to inquiries from central agencies, external organizations and the public regarding departmental programs and activities.

Assists divisions in the preparation of Cabinet and Treasury Board Submissions, corporate communications and briefing notes through research, writing and copy editing.

Provides central administrative support related to physical assets management, communications, vehicle administration and interpretation of administrative policy.

Provides for the administration of the Freedom of Information and Protection of Privacy Act.

Coordinates the Business Planning processes.

EXPECTED RESULTS:

Appropriate utilization and management of departmental resources, physical assets, communication networks and effective program delivery through the delivery of executive management direction and support, integrated planning and policy development, as well as consistent application of administrative policy.

Development of an annual business plan.

Effective response to all applications under the Freedom of Information and Protection of Privacy Act.

SUB-APPROPRIATION 15-1C

ADMINISTRATIVE SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**2.00**	**166.3**	2.00	162.5
Professional/Technical	**1.00**	**55.3**	1.00	53.3
Administrative Support	**7.00**	**275.1**	7.00	252.8
Employee Benefits	**-**	**54.2**	-	27.3
	10.00	**550.9**	10.00	495.9
Less: Allowance for Staff Turnover	**-**	**(2.0)**	-	(2.0)
Total Salaries & Employee Benefits	**10.00**	**548.9** [1]	10.00	493.9
OTHER EXPENDITURES				
Transportation		**9.3**		10.0
Communication		**69.6**		75.0
Supplies and Services		**126.3**		135.0
Other Operating		**22.3**		24.0
Total Other Expenditures		**227.5**		244.0
TOTAL SUB-APPROPRIATION		**776.4**		737.9

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-1D

FINANCIAL SERVICES

OBJECTIVES:

To maintain an active comptrollership function by ensuring that financial and administrative policies, services and reporting systems are both developed and administered to effectively meet management and internal requirements.

To provide central financial management services in accordance with governing legislation and to establish financial administration policies and procedures.

ACTIVITY IDENTIFICATION:

Plans, organizes and evaluates departmental financial administration and management activities comprising comprehensive budget estimates planning and support services, financial forecasting and reporting, processing receipts and disbursements, appropriation control, asset accounting and provision of functional direction on financial and administrative policies and procedures and practices to divisional staff.

Maintains key activities essential to fulfilling requirements under the Financial Administration Act, The Appropriations Act(s), Treasury Board directives and central government and departmental policies.

Manages an Accommodation Cost recovery system that allocates charges to all tenants that occupy owned or leased office and warehouse space.

EXPECTED RESULTS:

Provision of an active comptrollership function, ensuring that financial and administrative matters are handled effectively and efficiently, while complying with government policies and procedures.

Development and distribution of the Department's main estimates.

Improvement of fiscal management, accountability and control over departmental resources through enhancement of program and management reporting, and provision of timely and accurate decision making information to the departmental executive.

Provision of comprehensive and timely reports relative to departmental expenditures and revenues.

Delivery of an accommodation cost recovery process including establishing and amending relative policies and administrative procedures.

SUB-APPROPRIATION 15-1D

FINANCIAL SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**1.00**	**79.2**	1.00	77.4
Professional/Technical	**10.00**	**557.8**	10.00	541.8
Administrative Support	**15.00**	**570.6**	15.00	549.4
Employee Benefits	**-**	**134.6**	-	134.6
	26.00	**1,342.2**	26.00	1,303.2
Less: Allowance for Staff Turnover	**-**	**(20.0)**	-	(20.0)
Total Salaries & Employee Benefits	**26.00**	**1,322.2** [1]	26.00	1,283.2
OTHER EXPENDITURES				
Transportation		**13.0**		14.4
Communication		**58.5**		64.5
Supplies and Services		**246.7**		271.8
Other Operating		**65.4**		72.0
Total Other Expenditures		**383.6**		422.7
TOTAL SUB-APPROPRIATION		**1,705.8**		1,705.9

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-1E

HUMAN RESOURCE SERVICES

OBJECTIVES:

To effectively meet the human resource needs of the Department through the provision of comprehensive personnel programs, payroll services, benefits administration and employee information and training systems.

ACTIVITY IDENTIFICATION:

Provides professional expertise to the department in the areas of human resource planning, training and development, recruitment and selection, classification, labour relations, employee relations, and pay and benefits documentation and administration.

Represents the department in all human resource dealings with central/external agencies.

Coordinates and integrates departmental Employment Equity program.

EXPECTED RESULTS:

To recruit qualified staff to employment opportunities using current assessment techniques that accurately match position and applicant knowledge, skills and abilities.

To classify new and changed positions under delegated and non-delegated authority to reflect appropriate and consistent classification within the department and throughout government.

To promote an employee relations environment that encourages early intervention and appropriate resolution of workplace issues.

To deliver payroll and benefit services to staff.

To develop and delivery in-house training programs and educational assistance programs to enhance the knowledge, skills and abilities of individuals; the corporate culture of the department and the sustainability of the employment of department employees.

To provide Employment Equity Strategies to enhance the retention of target group employees.

SUB-APPROPRIATION 15-1E

HUMAN RESOURCE SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	2.00	149.0	2.00	145.6
Professional/Technical	12.00	673.4	12.00	663.5
Administrative Support	16.75	704.5	16.75	622.6
Employee Benefits	-	163.9	-	146.7
	30.75	1,690.8	30.75	1,578.4
Less: Allowance for Staff Turnover	-	(12.5)	-	(12.5)
Total Salaries & Employee Benefits	30.75	1,678.3 [1]	30.75	1,565.9
OTHER EXPENDITURES				
Transportation		13.4		14.1
Communication		53.0		70.4
Supplies and Services		180.4		190.0
Other Operating		101.8		107.2
Total Other Expenditures		348.6		381.7
TOTAL SUB-APPROPRIATION		2,026.9		1,947.6

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-1F

INFORMATION TECHNOLOGY SERVICES

OBJECTIVES:

To evaluate, develop, implement, maintain, monitor, and operate automated and related manual information exchange and processing systems that meet the Department's needs in both the short-term and long-term.

ACTIVITY IDENTIFICATION:

Prepare department information technology system plans.

Provide consultative services to senior management.

Conduct business process analysis and recommends changes or improvements as appropriate.

Design, acquire, develop, implement, maintain and deploy all automated information systems and equipment in the Department.

Provide central computer operations.

Provide policy direction, training and operational support to staff in the regional offices in the area of information systems management.

Provide data security, business resumption support, and general security awareness as it applies to information technology within the Department and within the Government.

EXPECTED RESULTS:

The development of departmental plans for use of information technology in support of business requirements.

The evaluation, development, implementation and maintenance of effective automated systems and facilities.

The delivery of effective automation support functions.

SUB-APPROPRIATION 15-1F

INFORMATION TECHNOLOGY SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	81.9	1.00	80.1
Professional/Technical	33.00	2,159.0	33.00	2,021.5
Administrative Support	4.00	151.5	4.00	148.1
Employee Benefits	-	255.5	-	216.0
	38.00	2,647.9	38.00	2,465.7
Less: Allowance for Staff Turnover	-	(30.6)	-	(30.2)
Total Salaries & Employee Benefits	38.00	2,617.3 [1]	38.00	2,435.5
OTHER EXPENDITURES				
Transportation		10.5		11.1
Communication		28.0		29.5
Supplies and Services		336.2		353.8
Other Operating		401.2		422.0
Total Other Expenditures		775.9		816.4
TOTAL SUB-APPROPRIATION		3,393.2		3,251.9

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-1G

OCCUPATIONAL SAFETY, HEALTH AND RISK MANAGEMENT

OBJECTIVES:

Management of risks to the safety, health and well being of employees, visitors and the public arising out of the work activities performed by or on behalf of the Department.

ACTIVITY IDENTIFICATION:

Maintain existing occupational safety, health and risk management programs and support services. Major programs include; Fleet and Equipment Safety, Hearing Conservation, Workplace Hazardous Materials Information System, First Aid/CPR, Supportive Employment and Risk Management Activities, such as Business Continuity Planning and Crisis Intervention/Managing Violence.

Integration of occupational safety, health and risk management programs within the new amalgamated department.

Development of an Organizational Health and Wellness Program and a formal Ergonomics Program.

EXPECTED RESULTS:

Management of occupational safety and health risks and related losses

Successful integration of safety, health and risk management programs within the amalgamated department.

Implementation of an approved Organizational Health and Wellness Program and a formal Ergonomics Program.

SUB-APPROPRIATION 15-1G

OCCUPATIONAL SAFETY, HEALTH AND RISK MANAGEMENT

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**1.00**	**52.4**	1.00	51.1
Administrative Support	**3.00**	**158.0**	3.00	150.6
Employee Benefits	**-**	**16.1**	-	12.4
	4.00	**226.5**	4.00	214.1
Less: Allowance for Staff Turnover	**-**	**(2.0)**	-	(2.0)
Total Salaries & Employee Benefits	**4.00**	**224.5**	4.00	212.1
OTHER EXPENDITURES				
Transportation		**9.5**		10.0
Communication		**5.7**		6.0
Supplies and Services		**25.6**		27.0
Other Operating		**21.8**		22.9
Total Other Expenditures		**62.6**		65.9
TOTAL SUB-APPROPRIATION		**287.1**		278.0

SUB-APPROPRIATION 15-1H

LIEUTENANT GOVERNOR'S OFFICE

OBJECTIVES:

To provide support staff and related expenditures for operations of the Office of the Lieutenant Governor.

ACTIVITY IDENTIFICATION:

The Lieutenant Governor summons and prorogues the Legislative Assembly, gives Royal Assent to Legislation and approves Orders-in-Council.

The Administration appropriation provides staff, office operating expenses, incidental and domestic allowances to enable the Lieutenant Governor to fulfill the official duties and functions of the position.

EXPECTED RESULTS:

The delivery of administrative services to the Office of the Lieutenant Governor.

SUB-APPROPRIATION 15-1H

LIEUTENANT GOVERNOR'S OFFICE

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**1.00**	**60.1**	1.00	57.3
Administrative Support	**2.00**	**74.1**	2.00	77.3
Employee Benefits	**-**	**16.4**	-	11.1
	3.00	**150.6**	3.00	145.7
Less: Allowance for Staff Turnover	**-**	**(2.1)**	-	(2.1)
Total Salaries & Employee Benefits	**3.00**	**148.5**	3.00	143.6
OTHER EXPENDITURES				
Transportation		**19.2**		19.2
Communication		**12.6**		12.6
Supplies and Services		**48.2**		48.2
Other Operating		**26.2**		26.2
Total Other Expenditures		**106.2**		106.2
TOTAL SUB-APPROPRIATION		**254.7**		249.8

SUB-APPROPRIATION 15-1J

LAND VALUE APPRAISAL COMMISSION

OBJECTIVES:

To act as an independent group to review government land purchases and expropriations in accordance with the Land Acquisition Act and the Expropriation Act.

ACTIVITY IDENTIFICATION:

Determines and certifies due compensation for the acquisition of land by any designated authority with the power of purchase or expropriation.

Provides "Reasons" with respect to decisions involving contentious matters for publishing in the Canada Law Book - "Land Compensation Reports".

Reviews land transfer agreements handled by Land management Services with values in excess of predetermined amounts in an administrative rather than adjudicatory role.

EXPECTED RESULTS:

Issuance of certificates within 14 days of a hearing including fair market value and award of due compensation for any losses, damages and costs incurred.

Public hearings within 2 weeks after receipt of a request involving an agreement and within 8 weeks for a non-agreement.

SUB-APPROPRIATION 15-1J

LAND VALUE APPRAISAL COMMISSION

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
Total Other Expenditures		**27.4**		27.4
TOTAL SUB-APPROPRIATION		**27.4**		27.4

Resolution No .	Approp. No.	Transportation and Government Services (15) Details of Appropriation	**Estimates of Expenditure 2002/03 $(000's)**	Estimates of Expenditure 2001/02 $(000's)
15.2	2.	HIGHWAYS AND TRANSPORTATION PROGRAMS	**64,800.2**	61,769.4

- Provides central management services and specialized functional support in contract administration, bridge design and engineering to the Department's construction, maintenance, winter roads and municipal assistance programs.

- Provides for safe movement of vehicular traffic on Manitoba Highways by the enforcement of safety regulations.

- Provides program management, planning and highway design to support the development of the primary and secondary roads system.

- Provides for the operation and maintenance of provincial airports and ferries in Northern Manitoba.

- Provides technical services in materials and research activities and traffic engineering.

- Provides policy advice, planning, research and co-ordination for all modes of freight and passenger activity. Provides federal/provincial, inter-provincial and industry liaison.

- Administers programs for the licencing of drivers and vehicles and collects revenues provided for in The Highway Traffic Act.

- Regulates motor carriers, administers The Highway Protection, Highway Traffic and Off-Road Vehicles Acts; provides an appeal procedure for citizens whose driving privileges have been suspended; regulates taxicab, limousine and handivan licencing within the City of Winnipeg.

Resolution No .	Approp. No.	Transportation and Government Services (15) Details of Appropriation	**Estimates of Expenditure 2001/02 $(000's)**	Estimates of Expenditure 2001/02 $(000's)
15.2	2.	HIGHWAYS AND TRANSPORTATION PROGRAMS	**64,800.2**	61,769.4
		a) Management Services	**723.7**	704.9
		b) Operations and Contracts	**2,990.3**	2,830.5
		c) Bridges and Structures	**2,683.2**	2,491.2
		d) Transportation Safety and Regulatory Services	**4,253.6**	3,637.3
		e) Regional Offices		
		1) Eastern Region Office	**3,158.7**	3,075.7
		2) South Central Region Office	**3,088.0**	3,044.6
		3) South Western Region Office	**2,906.9**	2,848.1
		4) West Central Region Office	**2,368.8**	2,322.4
		5) Northern Region Office	**2,325.1**	2,055.4
		f) Other Jurisdictions	**1,257.4**	1,479.7
		g) Planning and Design	**2,081.9**	2,007.0
		h) Northern Airports and Marine Services	**6,497.5**	6,213.7
		j) Materials and Research	**1,403.9**	1,296.4
		k) Traffic Engineering	**1,110.9**	1,075.0
		m) Policy, Planning and Development	**2,460.9**	2,505.9
		n) Driver and Vehicle Licencing	**24,069.6**	22,871.4
		p) Boards and Committees		
		1) Motor Transport and Highway Traffic Boards	**559.6**	528.0
		2) Licence Suspension Appeal Board and Medical Review Committee	**347.1**	321.7
		3) Taxicab Board	**488.1**	460.5
		4) Port of Churchill Advisory Board	**25.0**	-
			64,800.2	61,769.4

SUB-APPROPRIATION 15-2A

MANAGEMENT SERVICES

OBJECTIVES:

To provide management direction to the Engineering and Operations Division.

To ensure the effective and efficient delivery of road and airfield construction, maintenance and municipal assistance programs throughout the province.

To operate and maintain the ferry service.

To establish effective environmental standards for use of resources and materials.

ACTIVITY IDENTIFICATION:

Provides management of the Department's road construction, maintenance and municipal assistance programs delivered through the five regions.

Provides management of the Department's provincial airport system and marine operations.

Provides administrative support to Branch managers.

Monitors effectiveness of standards, services and facilities within the jurisdiction of the Division.

EXPECTED RESULTS:

Adherence to prescribed standards, specifications, procedures and budgetary considerations.

Effective delivery of the road and airfield construction, and maintenance programs in all regions of the Province to allow safe, efficient and convenient movement of people and goods.

Effective delivery of ferry service throughout the Province.

Elimination or minimization of adverse environmental impacts through province-wide conformance with program standards respecting resource conservation, waste management, and safe handling and storage of materials and chemicals.

SUB-APPROPRIATION 15-2A

MANAGEMENT SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**3.00**	**268.6**	3.00	265.2
Professional/Technical	**1.00**	**58.4**	1.00	58.4
Administrative Support	**6.00**	**263.8**	6.00	252.3
Employee Benefits	**-**	**57.8**	-	51.5
Total Salaries & Employee Benefits	**10.00**	**648.6** [1]	10.00	627.4
OTHER EXPENDITURES				
Transportation		**20.3**		21.0
Communication		**9.7**		10.0
Supplies and Services		**11.1**		11.5
Other Operating		**34.0**		35.0
Total Other Expenditures		**75.1**		77.5
TOTAL SUB-APPROPRIATION		**723.7**		704.9

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2B

OPERATIONS AND CONTRACTS

OBJECTIVES

To ensure the timely preparation, advertising, awarding and payment of contracts pertaining to construction and maintenance.

To ensure that effective maintenance and construction standards, specifications and procedures are in place and adhered to in the delivery of the construction and maintenance programs.

ACTIVITY IDENTIFICATION:

Administers contracts, including setting specifications, preparing tender and contract documents, advertising, awarding contracts, and processing contract payments.

Establishes effective standards, specifications and procedures for the use of environmental resources, materials and management of wastes.

Establishes province wide construction and maintenance standards, specifications and procedures the construction and maintenance programs.

Closely monitors the quality, quantity, cost, progress and delivery of the construction and maintenance programs through various quality assurance systems and ensures an acceptable level of technical training.

EXPECTED RESULTS:

Fair, consistent and enforceable contracts that properly protect government interests and objectives.

Timely preparation, advertising, awarding and payment of contracts for highway construction and maintenance projects in Manitoba.

Adherence to prescribed construction and maintenance standards, specifications, procedures, and budgetary considerations.

SUB-APPROPRIATION 15-2B

OPERATIONS AND CONTRACTS

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**5.00**	**373.1**	5.00	356.0
Professional/Technical	**26.00**	**1,365.9**	26.00	1,293.5
Administrative Support	**15.50**	**528.9**	15.50	514.5
Employee Benefits	**-**	**254.6**	-	181.9
	46.50	**2,522.5**	46.50	2,345.9
Less: Allowance for Staff Turnover	**-**	**(100.0)**	-	(100.0)
Total Salaries & Employee Benefits	**46.50**	**2,422.5** [1]	46.50	2,245.9
OTHER EXPENDITURES				
Grants		**59.0**		62.5
Transportation		**91.8**		97.2
Communication		**50.2**		53.1
Supplies and Services		**303.5**		311.4
Other Operating		**63.3**		60.4
Total Other Expenditures		**567.8**		584.6
TOTAL SUB-APPROPRIATION		**2,990.3**		2,830.5

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2C

BRIDGES AND STRUCTURES

OBJECTIVES:

To ensure safe and effective provincial bridge infrastructure, through efficient delivery of the bridge design, construction and rehabilitation.

ACTIVITY IDENTIFICATION:

Design, prepare detailed plans and specifications, and supervise construction of: bridges, grade separation structures, overhead sign structures, large culverts and other miscellaneous structures.

Rate capacity of existing bridges and structures for increased allowable highway loading and special permit overloads.

Inspect and monitor condition of bridges, structures and large culverts.

Coordinate the annual rehabilitation and repair for existing bridges, structures and large culverts.

Provide bridge engineering technical advice and recommendations to regions on hydraulics, soil investigation and analysis, and structural matters.

Provide technical advice and recommendations on bridge infrastructure matters during emergency situations, e.g. floods.

EXPECTED RESULTS:

The construction of new bridges, culverts and structures to standards that provide for the safe and efficient passage of vehicles.

Maintain the safety and integrity of existing bridge infrastructure.

Assistance to municipal governments in the construction and rehabilitation of local bridge infrastructure.

SUB-APPROPRIATION 15-2C

BRIDGES AND STRUCTURES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	3.00	234.5	3.00	220.4
Professional/Technical	30.00	1,842.3	30.00	1,665.5
Administrative Support	4.00	111.5	4.00	140.1
Employee Benefits	-	236.5	-	191.7
	37.00	2,424.8	37.00	2,217.7
Less: Allowance for Staff Turnover	-	(70.0)	-	(70.0)
Total Salaries & Employee Benefits	37.00	2,354.8 [1]	37.00	2,147.7
OTHER EXPENDITURES				
Transportation		20.7		22.0
Communication		34.9		37.0
Supplies and Services		180.3		191.2
Other Operating		92.5		93.3
Total Other Expenditures		328.4		343.5
TOTAL SUB-APPROPRIATION		2,683.2		2,491.2

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2D

TRANSPORTATION SAFETY AND REGULATORY SERVICES

OBJECTIVES:

To enhance public safety through the development, communication and administration of commercial motor carrier regulatory and safety services in a manner that protects highway infrastructure and promotes the economy.

ACTIVITY IDENTIFICATION:

Compliance and Regulatory Services (CRS) and Transportation Safety and Regulation (TSR), develop, administer and monitor programs relative to the commercial motor carrier industry including Weights and Dimensions, Commercial Vehicle Safety Alliance (CVSA), Mechanical Truck Safety Inspection Program, Dangerous Goods, Licencing, various National Safety Code Initiatives and the Spring Road Restriction Program.

Develops, issues and administers Oversize, Overweight Permit Policies and collects various single trip, fuel tax, permit and authority fees.

Coordinates program development in consultation with stakeholders and delivers regulatory educational presentations and seminars on various safety and regulatory initiatives.

Administers a Safety Fitness test upon entry to the industry on for-hire commercial motor carriers and intra-provincial short-line railways.

Delivers a carrier facility audit program and rates the safety performance of carriers and intra-provincial railways operating in Manitoba. Establishes and provides a comprehensive safety program for monitoring and regulating Short Line Intra-Provincial Railways.

Maintains a carrier profile data warehouse containing information on certification, driver and carrier convictions, facility audit information, and accident and vehicle inspection data.

EXPECTED RESULTS:

Compliance with regulatory and safety initiatives, preservation of Manitoba's highway infrastructure investment and the enhancement of public safety.

Enhanced economic viability for Manitoba businesses dependent on the trucking industry, through the development of special programs.

Reduction in the number of commercial vehicle collisions, injuries and fatalities through enhanced monitoring and evaluation of commercial carrier safety programs and fitness ratings; and improved enforcement of provincial and federal legislation; inter-jurisdictional exchange of commercial vehicle information and educational awareness programs.

SUB-APPROPRIATION 15-2D

TRANSPORTATION SAFETY AND REGULATORY SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**2.00**	**149.0**	2.00	145.6
Technical/Professional	**39.00**	**1,644.0**	35.00	1,425.7
Administrative Support	**30.31**	**1,402.2**	28.31	1,199.7
Employee Benefits	**-**	**309.9**	-	267.5
	71.31	**3,505.1**	65.31	3,038.5
Less: Allowance for Staff Turnover	**-**	**(105.0)**	-	(105.0)
Total Salaries & Employee Benefits	**71.31**	**3,400.1** [1]	65.31	2,933.5
OTHER EXPENDITURES				
Transportation		**309.3**		229.4
Communication		**68.8**		57.4
Supplies and Services		**236.3**		237.6
Other Operating		**239.1**		179.4
Total Other Expenditures		**853.5** [2]		703.8
TOTAL SUB-APPROPRIATION		**4,253.6**		3,637.3

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements and additonal staffing to increase the number of inspections under the National Safety Code.

2. Increase primarily the result of operating costs to support additonal inspections under the National Safety Code and for the accrediation and monitoring of third party Transportation Safety Auditors.

SUB-APPROPRIATION 15-2E-1

EASTERN REGION OFFICE

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance, and municipal assistance programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinates engineering, construction supervision and maintenance field operations for highway programs in the region.

Liaises with central office to ensure uniformity and consistency with respect to policy, standards and procedures.

Conducts road maintenance activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Prepares project proposals and priorities within the region.

Monitors contract work to ensure quality control and adherence to specifications and standards.

Processes applications for permission to place buried cables under provincial highways.

Administers all financial and general administrative matters for the region.

EXPECTED RESULTS:

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth.

Distribution and communication of project status reports.

The development of project proposals identified for future consideration and prioritization.

Protection of highway infrastructure through appropriate review and processing of requests for buried cables.

Effective planning and programming capabilities and sound financial and management control.

SUB-APPROPRIATION 15-2E-1

EASTERN REGION OFFICE

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	83.1	1.00	81.2
Technical/Professional	35.00	1,870.1	35.00	1,791.4
Administrative Support	14.00	472.0	14.00	438.5
Employee Benefits	-	260.0	-	224.1
	50.00	2,685.2	50.00	2,535.2
Less: Allowance for Staff Turnover	-	(95.0)	-	(95.0)
Total Salaries & Employee Benefits	50.00	2,590.2 [1]	50.00	2,440.2
OTHER EXPENDITURES				
Transportation		61.8		70.0
Communication		70.6		80.0
Supplies and Services		380.4		425.4
Other Operating		55.7		60.1
Total Other Expenditures		568.5		635.5
TOTAL SUB-APPROPRIATION		3,158.7		3,075.7

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2E-2

SOUTH CENTRAL REGION OFFICE

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance, and municipal assistance programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinates engineering, construction supervision and maintenance field operations for highway programs in the region.

Liaises with central office to ensure uniformity and consistency with respect to policy, standards and procedures.

Conducts road maintenance activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Prepares project proposals and priorities within the region.

Monitors contract work to ensure quality control and adherence to specifications and standards.

Processes applications for permission to place buried cables under provincial highways.

Administers all financial and general administrative matters for the region.

EXPECTED RESULTS:

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth.

Distribution and communication of project status reports.

The development of project proposals identified for future consideration and prioritization.

Protection of highway infrastructure through appropriate review and processing of requests for buried cables.

Effective planning and programming capabilities and sound financial and management control.

SUB-APPROPRIATION 15-2E-2

SOUTH CENTRAL REGION OFFICE

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**1.00**	**83.1**	1.00	81.2
Technical/Professional	**32.00**	**1,690.1**	32.00	1,619.7
Administrative Support	**15.00**	**519.8**	15.00	494.9
Employee Benefits	**-**	**244.2**	-	222.4
	48.00	**2,537.2**	48.00	2,418.2
Less: Allowance for Staff Turnover	**-**	**(95.0)**	-	(95.0)
Total Salaries & Employee Benefits	**48.00**	**2,442.2** [1]	48.00	2,323.2
OTHER EXPENDITURES				
Transportation		**80.6**		90.0
Communication		**67.2**		80.0
Supplies and Services		**427.2**		476.8
Other Operating		**70.8**		74.6
Total Other Expenditures		**645.8**		721.4
TOTAL SUB-APPROPRIATION		**3,088.0**		3,044.6

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2E-3

SOUTH WESTERN REGION OFFICE

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance, and municipal assistance programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinates engineering, construction supervision and maintenance field operations for highway programs in the region.

Liaises with central office to ensure uniformity and consistency with respect to policy, standards and procedures.

Conducts road maintenance activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Prepares project proposals and priorities within the region.

Monitors contract work to ensure quality control and adherence to specifications and standards.

Processes applications for permission to place buried cables under provincial highways.

Administers all financial and general administrative matters for the region.

EXPECTED RESULTS:

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth.

Distribution and communication of project status reports.

The development of project proposals identified for future consideration and prioritization.

Protection of highway infrastructure through appropriate review and processing of requests for buried cables.

Effective planning and programming capabilities and sound financial and management control.

SUB-APPROPRIATION 15-2E-3

SOUTH WESTERN REGION OFFICE

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	83.1	1.00	81.2
Technical/Professional	28.00	1,575.4	28.00	1,508.7
Administrative Support	16.00	563.8	16.00	527.7
Employee Benefits	-	236.6	-	205.9
	45.00	2,458.9	45.00	2,323.5
Less: Allowance for Staff Turnover	-	(95.0)	-	(95.0)
Total Salaries & Employee Benefits	45.00	2,363.9 [1]	45.00	2,228.5
OTHER EXPENDITURES				
Transportation		59.7		68.0
Communication		67.7		82.0
Supplies and Services		348.3		396.4
Other Operating		67.3		73.2
Total Other Expenditures		543.0		619.6
TOTAL SUB-APPROPRIATION		2,906.9		2,848.1

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2E-4

WEST CENTRAL REGION OFFICE

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance, and municipal assistance programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinates engineering, construction supervision and maintenance field operations for highway programs in the region.

Liaises with central office to ensure uniformity and consistency with respect to policy, standards and procedures.

Conducts road maintenance activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Prepares project proposals and priorities within the region.

Monitors contract work to ensure quality control and adherence to specifications and standards.

Processes applications for permission to place buried cables under provincial highways.

Administers all financial and general administrative matters for the region.

EXPECTED RESULTS:

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth.

Distribution and communication of project status reports.

The development of project proposals identified for future consideration and prioritization.

Protection of highway infrastructure through appropriate review and processing of requests for buried cables.

Effective planning and programming capabilities and sound financial and management control.

SUB-APPROPRIATION 15-2E-4

WEST CENTRAL REGION OFFICE

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	83.1	1.00	81.2
Technical/Professional	23.00	1,260.9	23.00	1,190.7
Administrative Support	13.00	454.1	13.00	438.6
Employee Benefits	-	192.9	-	157.2
	37.00	1,991.0	37.00	1,867.7
Less: Allowance for Staff Turnover	-	(80.0)	-	(80.0)
Total Salaries & Employee Benefits	37.00	1,911.0 [1]	37.00	1,787.7
OTHER EXPENDITURES				
Transportation		51.6		60.0
Communication		36.9		48.0
Supplies and Services		288.9		336.2
Other Operating		80.4		90.5
Total Other Expenditures		457.8		534.7
TOTAL SUB-APPROPRIATION		2,368.8		2,322.4

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2E-5

NORTHERN REGION OFFICE

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance, and municipal assistance programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinates engineering, construction supervision and maintenance field operations for highway programs in the region.

Liaises with central office to ensure uniformity and consistency with respect to policy, standards and procedures.

Conducts road maintenance activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Prepares project proposals and priorities within the region.

Monitors contract work to ensure quality control and adherence to specifications and standards.

Processes applications for permission to place buried cables under provincial highways.

Administers all financial and general administrative matters for the region.

EXPECTED RESULTS:

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth.

Distribution and communication of project status reports.

The development of project proposals identified for future consideration and prioritization.

Protection of highway infrastructure through appropriate review and processing of requests for buried cables.

Effective planning and programming capabilities and sound financial and management control.

SUB-APPROPRIATION 15-2E-5

NORTHERN REGION OFFICE

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	83.1	1.00	81.2
Technical/Professional	18.00	1,146.5	18.00	1,036.5
Administrative Support	11.00	447.5	11.00	414.3
Employee Benefits	-	166.1	-	124.3
	30.00	1,843.2	30.00	1,656.3
Less: Allowance for Staff Turnover	-	(55.0)	-	(55.0)
Total Salaries & Employee Benefits	30.00	1,788.2 [1]	30.00	1,601.3
OTHER EXPENDITURES				
Transportation		127.2		85.0
Communication		30.0		35.0
Supplies and Services		285.0		270.3
Other Operating		94.7		63.8
Total Other Expenditures		536.9		454.1
TOTAL SUB-APPROPRIATION		2,325.1		2,055.4

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements .

SUB-APPROPRIATION 15-2F

OTHER JURISDICTIONS

OBJECTIVES:

To provide specialized services to other government departments, and other jurisdictions such as Cities, Towns, Villages, Municipalities, Local Government Districts, government agencies, crown corporations and the Federal Government.

ACTIVITY IDENTIFICATION:

Provides road construction and maintenance services to other jurisdictions on a 100% cost recoverable basis.

Provides specialized equipment services not readily available from the private sector on a 100% cost recoverable basis.

Provides for construction programs of other jurisdictions to be incorporated into provincial construction projects on a 100% cost recoverable basis.

Provides repairs to highway installations, structures and pavements damaged by accidents and utility installation on a 100% cost recoverable basis.

EXPECTED RESULTS:

The delivery of services to other jurisdictions lacking technical expertise and resources.

The development of coordinated construction projects to provide for more cost-effective construction.

More convenient and efficient delivery of construction and maintenance services in remote areas of the Province where the Department is the only service provider.

Restoration of highway infrastructure and structures to acceptable standards.

SUB-APPROPRIATION 15-2F

OTHER JURISDICTIONS

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Professional/Technical	**15.00**	**655.9**	15.00	641.7
Employee Benefits		**25.0**		25.0
	15.00	**680.9**	15.00	666.7
Less: Allowance for Staff Turnover	**-**	**(50.0)**	-	(50.0)
Total Salaries & Employee Benefits	**15.00**	**630.9**	15.00	616.7
OTHER EXPENDITURES				
Total Other Expenditures		**1,626.5**		1,863.0
Total Gross Expenditures		**2,257.4**		2,479.7
Less: Recoverable from other Government Departments		**(1,000.0)**		(1,000.0)
NET EXPENDITURES		**1,257.4** [1]		1,479.7

Explanations:

1. Reduction in work performed on a request basis.

SUB-APPROPRIATION 15-2G

PLANNING AND DESIGN

OBJECTIVES:

To provide management direction to Highway Engineering within the Engineering and Operations Division.

To plan, design, program and protect the existing and future highway system by consideration of safety, traffic demand, engineering, socio-economic factors, and the environment.

ACTIVITY IDENTIFICATION:

Provides management direction for the functional branches of the Division.

Provides expertise in highway detailed design, prepares highway design criteria and bridge widths, develops functional and detailed designs of complex projects, and undertakes highway network planning studies.

Reviews departmental projects to determine the requirement of environmental licences.

Administers right-of-way acquisitions for highway projects.

Reviews land development proposals and administers access controls to protect the existing and future highway system.

Provides drafting, mapping, and photogrammetry services and maintains central plan file for projects and legal plans.

Coordinates changes to utility and railway crossings of highway rights-of-way.

EXPECTED RESULTS:

Delivery of divisional services and programs in accordance with established policies and objectives.

Delivery of planning and design services which result in a highway network which is safe, efficient, convenient, environmentally compatible and contributes to the sustainable economic and social development of Manitoba.

Provision of data and advice to provincial boards exercising authority over land use control and access along PTH's and administration of that authority on Provincial Roads.

Production of Manitoba's Official Highway Map.

SUB-APPROPRIATION 15-2G

PLANNING AND DESIGN

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**1.00**	**75.7**	1.00	72.2
Professional/Technical	**22.00**	**1,204.0**	22.00	1,139.9
Administrative Support	**6.00**	**249.0**	6.00	238.1
Employee Benefits	**-**	**164.7**	-	145.8
	29.00	**1,693.4**	29.00	1,596.0
Less: Allowance for Staff Turnover	**-**	**(45.0)**	-	(45.0)
Total Salaries & Employee Benefits	**29.00**	**1,648.4** [1]	29.00	1,551.0
OTHER EXPENDITURES				
Transportation		**21.5**		22.8
Communication		**28.1**		29.8
Supplies and Services		**316.8**		336.1
Other Operating		**67.1**		67.3
Total Other Expenditures		**433.5**		456.0
TOTAL SUB-APPROPRIATION		**2,081.9**		2,007.0

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2H

NORTHERN AIRPORTS AND MARINE SERVICES

OBJECTIVES:

To provide for the safe and efficient operation and maintenance of provincial airports, ferries and auxiliary facilities in remote and isolated communities of northern Manitoba in consideration of those communities' transportation and emergency needs.

ACTIVITY IDENTIFICATION:

Operates and maintains 22 airports as well as 6 passenger/vehicle ferries in Northern Manitoba.

Prepares airport development program to support services including commercial traffic, medical retrievals, forest protection, tourism and resource development.

Undertakes airport upgrading projects to improve airport safety and as well as traveler accessibility.

Provides preventive maintenance and refurbishing of motor vessels and cable ferries to assure safety and prolong use.

Provides training workshops including first aid, airport management, equipment operating, radio operating as well as emergency response.

Administers the Manitoba Airport Operating and Capital Assistance Programs.

EXPECTED RESULTS:

Provision of airport services to northern and remote communities, including facilities supporting emergency services and airlifts.

Timely and appropriate response in emergencies as well as effective airport operation through appropriate training programs.

Assistance to municipal airport commissions respecting safe airport operation through the provision of operating and capital grants.

Improved access for the physically disabled at provincial airports.

Provision of an economical alternative to bridges and/or road networks in remote areas of the province.

SUB-APPROPRIATION 15-2H

NORTHERN AIRPORTS AND MARINE SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**2.00**	**134.4**	2.00	131.4
Professional/Technical	**69.23**	**3,229.9**	69.23	3,137.1
Administrative Support	**6.00**	**265.8**	6.00	250.0
Employee Benefits	**-**	**362.6**	-	339.4
	77.23	**3,992.7**	77.23	3,857.9
Less: Allowance for Staff Turnover	**-**	**(115.0)**	-	(115.0)
Total Salaries & Employee Benefits	**77.23**	**3,877.7** [1]	77.23	3,742.9
OTHER EXPENDITURES				
Grants		**76.2**		73.8
Transportation		**213.0**		200.0
Communication		**110.8**		117.0
Supplies and Services		**1,823.5**		1,678.7
Other Operating		**396.3**		401.3
Total Other Expenditures		**2,619.8** [2]		2,470.8
TOTAL SUB-APPROPRIATION		**6,497.5**		6,213.7

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements and start up costs for the new cable ferry at South Indian Lake.
2. Increase primarily the result of start up costs for the new cable ferry at South Indian Lake, extending ferry service at various sites and increased operating costs, primarily for fuel.

SUB-APPROPRIATION 15-2J

MATERIALS AND RESEARCH

OBJECTIVES:

To provide specialized standards and design, research, testing and evaluation services toward the development and maintenance of structurally competent highway embankments and pavements.

ACTIVITY IDENTIFICATION:

Provides information to optimize the cost-effective supply of aggregate resources for the construction and maintenance programs and liases with external agencies to protect the department's aggregate needs.

Provides specialized materials testing services to ensure compliance with specifications and develops testing standards to address local conditions.

Provides pavement structural designs for the construction and the rehabilitation of pavements and structural assessments to determine spring restriction needs and the impact of special hauling proposals.

Provides and manages geotechnical investigations and studies for embankment stability, groundwater and erosion assessment and protection.

Develops and manages field and lab pavement research projects.

Designs and evaluates bituminous and concrete products for pavements and structures.

Provides field testing and field quality control equipment and services.

EXPECTED RESULTS:

Engineering design and assessment services to provide an adequate and sustainable highway infrastructure to accommodate public and commercial traffic.

The supply of materials and products compliant with sustainable standards.

Technological innovation resulting in more effective use of resources, safer and longer-lasting transportation facilities and improved processes.

SUB-APPROPRIATION 15-2J

MATERIALS AND RESEARCH

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	79.2	1.00	77.4
Professional/Technical	31.00	1,543.3	31.00	1,465.8
Administrative Support	4.00	155.0	4.00	143.4
Employee Benefits	-	189.4	-	156.3
	36.00	1,966.9	36.00	1,842.9
Less: Allowance for Staff Turnover	-	(25.0)	-	(25.0)
Total Salaries & Employee Benefits	36.00	1,941.9 [1]	36.00	1,817.9
OTHER EXPENDITURES				
Transportation		58.3		60.0
Communication		34.0		35.0
Supplies and Services		414.3		429.8
Other Operating		76.9		75.2
Total Other Expenditures		583.5		600.0
Total Gross Expenditures		2,525.4		2,417.9
Less: Recoverable from other Appropriations		(1,121.5)		(1,121.5)
TOTAL SUB-APPROPRIATION		1,403.9		1,296.4

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2K

TRAFFIC ENGINEERING

OBJECTIVES:

To promote the safe and optimum movement of vehicle and pedestrian traffic on the provincial highway network through proper design, application and management of the operation of traffic control devices.

ACTIVITY IDENTIFICATION:

Manages and directs the installation, maintenance and operation of all traffic control devices including pavement markings, traffic signals, major signs, flashing lights and pedestrian corridors, and traffic barriers (guardrail).

Establishes standards/policies for the installation and maintenance of all traffic control devices.

Manages and directs speed limit reviews and provides recommendations to the Highway Traffic Board respecting speed limits on provincial routes.

Provides expertise respecting traffic control within the Engineering and Operations Division, and to other departments and jurisdictions.

Manages and directs the illumination of provincial highways.

Manages and directs the traffic monitoring program including the production of an annual report on traffic flows on the provincial highway system.

Maintains a database traffic accident record on provincial highways to assist in the identification of problem areas and the evaluation of mitigative measures.

EXPECTED RESULTS:

Traffic accident reduction and improved operational efficiencies due to the proper application and operation of traffic control devices.

Effective control of opposing traffic and enhanced safety through completion of the annual pavement marking retracement program.

Minimum down time of traffic signals due to malfunction or traffic accident through timely response.

SUB-APPROPRIATION 15-2K

TRAFFIC ENGINEERING

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**1.00**	**79.2**	1.00	77.4
Professional/Technical	**9.00**	**545.2**	9.00	507.0
Administrative Support	**6.00**	**201.3**	6.00	193.8
Employee Benefits	**-**	**94.5**	-	94.5
	16.00	**920.2**	16.00	872.7
Less: Allowance for Staff Turnover	**-**	**(45.0)**	-	(45.0)
Total Salaries & Employee Benefits	**16.00**	**875.2** [1]	16.00	827.7
OTHER EXPENDITURES				
Transportation		**56.5**		59.9
Communication		**23.7**		25.1
Supplies and Services		**131.4**		139.4
Other Operating		**24.1**		22.9
Total Other Expenditures		**235.7**		247.3
TOTAL SUB-APPROPRIATION		**1,110.9**		1,075.0

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2M

POLICY, PLANNING AND DEVELOPMENT

OBJECTIVES:

To achieve excellence in the strategic planning, development, evaluation and communication of transportation policies, programs, systems and legislation.

ACTIVITY IDENTIFICATION:

Coordinates provincial transportation systems plan and policy development and ensures that policies and programs are responsive and consistent with the overall vision of the department and government.

Liaises with other departments and industry groups on major cross-jurisdictional policy matters and in promoting service improvements, the economic development of Manitoba's transportation sector and the development of Winnipeg's potential as a multi-modal distribution center.

Coordinates the department's strategic planning process.

Develops a strategic highways infrastructure and systems plan to meet the present and future needs of Manitobans and seeks to optimize investment in provincial transportation systems.

Provides economic appraisal of transportation investments.

Examines policy issues that arise from the discretionary powers of the Motor Transport, Taxicab and Highway Traffic Boards.

Develops and coordinates driver and vehicle and related highway safety policy and legislation.

Plans, prioritizes and coordinates the Department's legislative initiatives.

EXPECTED RESULTS:

Proactive and informed approach to addressing transportation issues and influencing the development of effective Federal/Provincial policy relating to all transportation modes.

Advancement of the department's strategic planning process; coordination of the department's legislative initiatives; and, preparation of internal and external communication materials.

Provide guidance to the department's capital program within a framework of integrated transportation modes for economic development and land use planning.

Develop innovative financing strategies for transportation infrastructure; provide long term transportation plans and policies; develop the Province's transportation systems plan and policies; and, prioritization and optimization of the Province's investments in transportation infrastructure.

SUB-APPROPRIATION 15-2M

POLICY, PLANNING AND DEVELOPMENT

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**4.00**	**330.4**	4.00	315.5
Professional/Technical	**17.00**	**1,141.2**	17.00	1,093.3
Administrative Support	**7.00**	**250.9**	7.00	238.1
Employee Benefits	**-**	**185.9**	-	164.6
	28.00	**1,908.4**	28.00	1,811.5
Less: Allowance for Staff Turnover	**-**	**(105.0)**	-	(105.0)
Total Salaries & Employee Benefits	**28.00**	**1,803.4** [1]	28.00	1,706.5
OTHER EXPENDITURES				
Grants		**1.5**		1.5
Transportation		**22.4**		24.0
Communication		**22.0**		23.5
Supplies and Services		**493.6**		628.5
Other Operating		**118.0**		121.9
Total Other Expenditures		**657.5**		799.4
TOTAL SUB-APPROPRIATION		**2,460.9**		2,505.9

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2N

DRIVER AND VEHICLE LICENCING

OBJECTIVES:

To administer all systems and procedures for issuing and renewing driver's licences and vehicle registrations.

To enhance safe vehicle operation in the Province through the development and administration of highway safety programs.

To implement, monitor and enforce a comprehensive set of minimum safety standards directed toward the uniform operation of commercial vehicles.

ACTIVITY IDENTIFICATION:

Issues and renews driver's licences.

Issues and renews general vehicle registrations including commercial vehicle registrations under the International Registration Program.

Provides driver testing including written, oral and road tests.

Develops and delivers safety programs.

Receives applications for certification of vehicle inspection programs, appoints inspection facilities, and conducts audits to ensure program compliance.

EXPECTED RESULTS:

Convenient and timely service delivery to the public with respect to the issuance of licences and vehicle registrations.

Acceptable level of driver knowledge and skill.

Effective delivery of licencing and safety programs through the maintenance of driver records.

Enhanced safety programs for commercial vehicles and drivers to achieve a reduction in accidents and Highway Traffic Act infractions.

Increased road safety through improved mechanical condition of vehicles.

SUB-APPROPRIATION 15-2N

DRIVER AND VEHICLE LICENCING

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**6.00**	**448.8**	6.00	363.4
Professional/Technical	**91.00**	**4,086.5**	89.00	3,961.0
Administrative Support	**203.65**	**7,700.1**	201.15	7,265.8
Employee Benefits	**-**	**1,339.1**	-	1,183.6
	300.65	**13,574.5**	296.15	12,773.8
Less: Allowance for Staff Turnover	**-**	**(498.4)**	-	(498.4)
Total Salaries & Employee Benefits	**300.65**	**13,076.1** [1]	296.15	12,275.4
OTHER EXPENDITURES				
Grants		**5.9**		5.9
Transportation		**275.7**		238.2
Communication		**1,317.6**		1,133.8
Postage	**811.1**		751.7	
Other	**506.5**		382.1	
Supplies and Services		**3,247.5**		3,293.0
Driver Licence Agent Commissions	**265.7**		260.7	
Photo Cards	**816.9**		760.0	
Accommodation	**1,207.8**		1,181.9	
Licence Plate Inventory	**274.6**		437.0	
Other	**682.5**		653.4	
Credit/Debit Card Costs		**270.0**		270.0
Other Operating		**1,284.8**		1,063.1
Computer Related	**812.0**		527.0	
Other	**472.8**		536.1	
Total Other Expenditures		**6,401.5** [1]		6,004.0
Manitoba Public Insurance Corporation Cost Sharing Agreement		**4,592.0**		4,592.0
TOTAL SUB-APPROPRIATION		**24,069.6**		22,871.4

Explanations:

1. Increase resulting from Graduated Drivers Licencing, the Image Capturing Enforcement initiative, the Ignition Interlock Program and salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2P-1

MOTOR TRANSPORT AND HIGHWAY TRAFFIC BOARDS

OBJECTIVES:

To ensure all Manitobans are provided with adequate transportation services at a reasonable cost through the administration of a regulatory system under the Highway Traffic Act governing motor carriers and public service vehicle operators.

To ensure the safety of the travelling public and protection of highway infrastructure through the administration of the Highways Protection Act and portions of the Highway Traffic Act.

ACTIVITY IDENTIFICATION:

Determines operating authorities for the trucking, inter-city bus, inter-municipal liveries and short line railway industries involved in public service operations.

Monitors and establishes transportation rates and charges for PSV scheduled bus carriers and inter-municipal livery operators.

Determines sanctions on motor carriers & PSV operators for breaches of regulations.

Establishes control lines to regulate access and development adjacent to Provincial Trunk Highways.

Reviews and processes applications for access onto limited access highways and development adjacent to these highways.

Provides decisions on speed limits, pedestrian corridor locations and traffic control devices; make decisions on changes to weight limits on provincial & municipal roads.

Conducts public hearings on current issues; makes orders and regulations, and provides policy input to the Minister.

EXPECTED RESULTS:

Provision of a flexible regulatory system for motor carriers & PSV operators.

Continued progress in the orderly phase out of economic regulation of the motor carrier industry.

Enhanced public safety and on-going protection of highways infrastructure.

Protection of the rights of the general public through the provision of public hearings and appropriate enforcement of sanctions with regulations and orders.

SUB-APPROPRIATION 15-2P-1

MOTOR TRANSPORT AND HIGHWAY TRAFFIC BOARDS

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Administrative Support	6.00	261.4	6.00	235.8
Other				
Board Members	-	70.0	-	57.6
Employee Benefits	-	44.3	-	44.3
	6.00	375.7	6.00	337.7
Less: Allowance for Staff Turnover	-	(10.0)	-	(10.0)
Total Salaries & Employee Benefits	6.00	365.7 [1]	6.00	327.7
OTHER EXPENDITURES				
Transportation		20.1		19.3
Communication		37.1		37.3
Supplies and Services		105.2		111.6
Other Operating		31.5		32.1
Total Other Expenditures		193.9		200.3
TOTAL SUB-APPROPRIATION		559.6		528.0

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2P-2

LICENCE SUSPENSION APPEAL BOARD AND MEDICAL REVIEW COMMITTEE

OBJECTIVES:

To provide an appeal procedure for applicants whose driver licences have been suspended for convictions and/or poor driving records.

To provide a medical review of appeals based on medical grounds.

ACTIVITY IDENTIFICATION:

Processes appeal applications for licence suspensions.

Conducts licence suspension appeal hearings throughout the Province.

Provides decisions regarding licence suspension appeals.

EXPECTED RESULTS:

The delivery of a licence suspension review process, to ensure safe vehicle operation on the provincial highway system.

The provision of an appeal process in order to ensure a fair hearing and consideration of pertinent information regarding licence suspensions.

SUB-APPROPRIATION 15-2P-2

LICENCE SUSPENSION APPEAL BOARD AND MEDICAL REVIEW COMMITTEE

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Administrative Support	**4.00**	**163.6**	4.00	154.7
Other				
Board Members	**-**	**83.1**	-	81.2
Employee Benefits	**-**	**26.6**	-	21.9
	4.00	**273.3**	4.00	257.8
Less: Allowance for Staff Turnover	**-**	**(10.0)**	-	(10.0)
Total Salaries & Employee Benefits	**4.00**	**263.3** [1]	4.00	247.8
OTHER EXPENDITURES				
Transportation		**25.9**		15.0
Communication		**9.3**		9.7
Supplies and Services		**39.1**		39.6
Other Operating		**9.5**		9.6
Total Other Expenditures		**83.8**		73.9
TOTAL SUB-APPROPRIATION		**347.1**		321.7

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2P-3

TAXICAB BOARD

OBJECTIVES:

To ensure persons within Winnipeg receive adequate taxicab service at reasonable cost through the administration of a system of economic regulation.

ACTIVITY IDENTIFICATION:

Conducts public hearings on matters relating to industry and users.

Establishes, reviews and revises the number of taxicab licences required by the public convenience and necessity.

Regulates rates charged by industry.

Issues taxicab licences, taxicab driver licences and regulates licence transfers.

Provides training for taxicab drivers.

Establishes vehicle standards and inspects taxicabs for vehicle condition and meter accuracy.

Investigates and resolves complaints against taxicab operators and drivers for breaches of regulations and service failures when warranted.

Maintains a liaison between the Board and the taxicab industry, governments and other affected groups.

EXPECTED RESULTS:

Adequate taxicab service at a reasonable cost within the City of Winnipeg through the provision of licence quotas, rates and standards.

All taxicab businesses and drivers operating in the City of Winnipeg are duly licenced.

Acceptable and uniform standard of taxicab service delivery.

Effective addressing of industry and user concerns through the provision of public hearings.

Adequately trained taxicab drivers.

SUB-APPROPRIATION 15-2P-3

TAXICAB BOARD

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Professional/Technical	**4.00**	**192.9**	4.00	169.7
Administrative Support	**4.00**	**137.2**	4.00	131.6
Other				
Board Members	-	**37.5**	-	36.7
Employee Benefits	-	**36.2**	-	33.3
	8.00	**403.8**	8.00	371.3
Less: Allowance for Staff Turnover	-	**(10.0)**	-	(10.0)
Total Salaries & Employee Benefits	**8.00**	**393.8** [1]	8.00	361.3
OTHER EXPENDITURES				
Transportation		**6.3**		6.6
Communication		**9.9**		10.5
Supplies and Services		**73.8**		78.4
Other Operating		**4.3**		3.7
Total Other Expenditures		**94.3**		99.2
TOTAL SUB-APPROPRIATION		**488.1**		460.5

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-2P-4

PORT OF CHURCHILL ADVISORY BOARD

OBJECTIVES:

Provides strategic advice to the Government of Manitoba regarding the Port of Churchill and its associated rail and marine fuel tank farm infrastructure to enhance the Port's viability and contribution to the regional economy.

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
Total Other Expenditures		**25.0**		0.0
TOTAL SUB-APPROPRIATION		**25.0**		0.0

Resolution No.	Approp. No.	Transportation and Government Services (15) Details of Appropriation	**Estimates of Expenditure 2002/03 $(000's)**	Estimates of Expenditure 2001/02 $(000's)
15.3	3.	ACCOMMODATION DEVELOPMENT AND PROPERTY MANAGEMENT	**32,865.7**	35,744.0
	•	Provides overall government accommodation strategy through short and long range planning.		
	•	Provides coordination and monitoring of accommodation projects through the utilization of internal and external professional and technical services for planning, design, leasing and construction management.		
	•	Administers contracts for construction requests for service related to the provision of government accommodation.		
	•	Provides operational, maintenance, parking and security services for all government departments and agencies occupying space in government-owned or leased buildings.		
	•	Manages the government's leased and owned space inventory. Provides for management of terms and conditions related to leasehold agreements.		
	•	Provides contracted janitorial and food services at selected locations in most government buildings.		
	•	Provides for comprehensive Energy Management and Technical Services programs in all government buildings.		
	•	Provides for charging the cost of owned and leased office and warehouse space to the tenant that occupies the space.		
	a)	Accommodation Development	**1,847.7**	3,336.5
	b)	Workshop/Renovations	**-**	-
	c)	Physical Plant	**47,882.7**	47,806.9
	d)	Leased Properties	**21,675.5**	20,777.8
	e)	Property Services	**670.2**	728.4
	f)	Security and Parking	**2,328.9**	2,047.1
	g)	Accommodation Cost Recovery	**(44,455.9)**	(42,855.1)
	h)	Minor Capital Projects	**2,916.6**	3,902.4
			32,865.7	35,744.0

SUB-APPROPRIATION 15-3A

ACCOMMODATION DEVELOPMENT

OBJECTIVES:

The provision and control of accommodation for government programs in owned and leased facilities throughout the province, via the utilization of internal and external professional and technical services in planning, design, leasing, and construction management.

ACTIVITY IDENTIFICATION:

Provision for the development of overall government accommodation strategies, policies, guidelines and related planning for the short and long-term requirements of government client programs, frequently including Boards, Agencies, and Commissions.

Provision of government accommodation through the use of various internal and external architectural, engineering, programming, design, signage, leasing, and construction management services.

Administration of all contracts, capital and lease budgets related to the province for accommodation required for government programs.

Provision of accommodation and project management services to a diverse client base via the Government wide Request for Service Program on an annual cost recovery basis.

EXPECTED RESULTS:

Planning for improved utilization of accommodations.

Design and construction management of all accommodation-related capital and client funded projects will be undertaken on behalf of government departments and publicly funded entities at locations throughout the province. Continuing and new projects (189 client funded, 37 capital investment funded, 75 minor capital funded) of varying scope are anticipated this year.

Negotiate 25 lease renewals out of a total portfolio of 215 leases consisting of approximately 2.0 million square feet.

SUB-APPROPRIATION 15-3A

ACCOMMODATION DEVELOPMENT

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**4.00**	**334.4**	4.00	297.4
Professional/Technical	**29.38**	**1,695.1**	29.38	1,626.2
Administrative Support	**10.00**	**394.9**	10.00	387.4
Employee Benefits	**-**	**259.9**	-	246.9
	43.38	**2,684.3**	43.38	2,557.9
Less: Allowance for Staff Turnover	**-**	**(86.2)**	-	(86.2)
Less: Recovered from Capital Investments		**(1,000.0)** [3]	-	-
Total Salaries & Employee Benefits	**43.38**	**1,598.1** [1]	43.38	2,471.7
OTHER EXPENDITURES				
Grant - City of Brandon		**500.0**		500.0
Transportation		**41.6**		37.3
Communication		**34.2**		34.2
Supplies and Services		**174.9**		303.1
Minor Capital		**0.0**		5.5
Other Operating		**128.2**		5.6
Alterations/Renovations - Minor Projects		**3,691.4** [2]		1,999.1
Less: Recovered from Capital Investments		**(450.0)** [3]		-
Total Other Expenditures		**4,120.3**		2,884.8
Total Gross Expenditures		**5,718.4**		5,356.5
Recovery from other Appropriations		**(3,870.7)** [2]		(2,020.0)
TOTAL SUB-APPROPRIATION		**1,847.7**		3,336.5

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.
2. Increased funding to manage client funded projects fully offset by an increase in recoveries from departments.
3. Costs attributed to activity on capital funded projects.

SUB-APPROPRIATION 15-3B

WORKSHOP/RENOVATIONS

OBJECTIVES:

To provide a construction, renovation and maintenance support program for government-owned and leased accommodations in a cost effective and timely manner.

ACTIVITY IDENTIFICATION:

Acts as general contractor with assigned internal work crew and supervises subcontractors on job locations throughout the province.

Provides direct in-house services which include renovations, millwork, painting, electrical, and furniture repairs.

EXPECTED RESULTS:

Provision of service in response to approximately 758 annual requests from client departments, and capital project requests by Accommodation Development and Physical Plant Districts.

Provision of general contractor services in selected renovation, maintenance and alteration projects where: general contractors are not readily available; the specifics of work cannot be accurately defined prior to work commencement; the work is of an emergency nature; schedules must be frequently adjusted to accommodate ongoing client occupancy and programs; or where security is a concern.

Of the total construction projects undertaken by the Department, approximately 40% are delivered by the Workshop and 60% are tendered to private contractors. Further, of the projects delivered by the Workshop, approximately 65% are regularly subcontracted to private contractors.

SUB-APPROPRIATION 15-3B

WORKSHOP/RENOVATIONS

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	65.5	1.00	61.3
Professional/Technical	41.60	1,839.0	41.60	1,763.8
Administrative Support	4.00	150.7	4.00	142.5
Employee Benefits	-	217.0	-	217.3
	46.60	2,272.2	46.60	2,184.9
Less: Allowance for Staff Turnover	-	(86.0)	-	(86.0)
Total Salaries & Employee Benefits	46.60	2,186.2 [1]	46.60	2,098.9
OTHER EXPENDITURES				
Transportation		51.8		51.8
Communication		21.8		21.8
Supplies and Services		199.0		202.2
Minor Capital		10.5		10.5
Other Operating		13.5		13.5
Total Other Expenditures		296.6		299.8
Workshop Projects		4,575.0		4,575.0
Total Gross Expenditures		7,057.8		6,973.7
Recovery from other Appropriations		(7,057.8)		(6,973.7)
TOTAL SUB-APPROPRIATION		0.0		0.0

[1] Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-3C

PHYSICAL PLANT

OBJECTIVE:

To provide maintenance and operating services for all Government owned facilities and grounds and certain leased facilities. Ensure that owned physical properties are in good repair and provide a safe and healthy working environment.

ACTIVITY IDENTIFICATION:

Through a combination of in-house and contracted resources, Physical Plant provides comprehensive facility maintenance and management services. These services include all major elements of the building sciences such as energy management, sustainable development, HVAC systems, electrical, plumbing, carpentry, roofing, fire & life safety systems, mould remediation and asbestos abatement and industrial hygiene.

Recommissioning facilities by balancing the HVAC systems according to specifications in order to return the facility to an optimal operating environment.

EXPECTED RESULTS:

Buildings will be kept in good repair and meet all codes to provide a safe and healthy working environment.

Recommissioning buildings will allow the buildings to operate more efficiently therefore reducing energy consumption and improving working conditions.

Mould Remediation and Asbestos Abatement Program (MRAAP) activities will result in a cost avoidance through the rehabilitation of these affected facilities allowing for their ongoing use rather than the requirement for new or replacement facilities.

SUB-APPROPRIATION 15-3C

PHYSICAL PLANT

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**9.00**	**592.4**	9.00	579.1
Technical/Professional	**333.09**	**13,475.1**	337.09	13,128.5
Administrative Support	**13.00**	**533.1**	14.00	542.9
Employee Benefits	-	**1,630.0**	-	1,616.9
	355.09	**16,230.6**	360.09	15,867.4
Less: Allowance for Staff Turnover	-	**(569.9)**	-	(569.9)
Total Salaries & Employee Benefits	**355.09** [2]	**15,660.7** [1]	360.09	15,297.5
OTHER EXPENDITURES				
Grant - Town of Churchill		**795.0**		795.0
Grants in Lieu of Taxes		**11,923.9**		12,131.3
Transportation		**355.7**		421.8
Communication		**299.2**		299.2
Supplies & Services		**19,180.0**		19,461.0
Minor Capital		**19.9**		105.4
Other Operating		**88.3**		136.5
Total Other Expenditures		**32,662.0**		33,350.2
Total Gross Expenditures		**48,322.7**		48,647.7
Recovery from other Appropriations		**(440.0)**		(840.8)
TOTAL SUB-APPROPRIATION		**47,882.7**		47,806.9

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.
2. One staff year transferred to Security & Parking and four staff years reduced due to internal reorganization.

SUB-APPROPRIATION 15-3D

LEASED PROPERTIES

OBJECTIVES:

To ensure that both clients and landlords are aware of, and adhere to, the terms and conditions of lease agreements and applicable legislation.

ACTIVITY IDENTIFICATION:

Management of lease agreements throughout their term.

Administrative liaison and negotiation with the Lessor for leasehold improvements undertaken during the course of a leased term.

Coordination/administration of maintenance and operation of leased premises as set out in the terms and conditions of the lease agreements.

Resolution with Lessors for contravention to the terms and conditions of the leased agreements or to Acts that apply to the properties (e.g. Workplace Safety & Health).

Administration of financial transactions such as rental payments, escalations, operating expenditures and adjustments as set out in the terms and conditions of the lease agreements.

Annual preparation of the Leased Properties estimates.

EXPECTED RESULTS:

Effective administration of leased properties ensuring client satisfaction and fiscal management.

SUB-APPROPRIATION 15-3D

LEASED PROPERTIES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
OTHER EXPENDITURES				
Transportation		-		-
Communication		-		-
Supplies and Services		-		-
Rent - Real Estate		21,675.5		20,777.8
Other Operating		-		-
Total Other Expenditures		21,675.5		20,777.8
TOTAL SUB-APPROPRIATION		21,675.5		20,777.8

SUB-APPROPRIATION 15-3E

PROPERTY SERVICES

OBJECTIVES:

To provide on a divisional level, management, administration, and financial support, and to facilitate program delivery of client departments by providing residential accommodations, food services, contracted services and leased properties administration.

To manage the financial activities of the Property Management Division, maintaining an active comptrollership function and ensuring policies and procedures are administered.

ACTIVITY IDENTIFICATION:

Provide field inspection, maintenance and upgrading services for Government employee housing units throughout Manitoba.

Manage the Food Services Program ensuring quality service is provided to clients.

Administer contracts, including composing specifications, preparing tenders and contract documents, advertising and awarding contracts.

Administer leases ensuring that the Province and Landlords fulfill their lease agreements.

Coordinate the preparation of Divisional annual estimates, monthly forecasts, and ensure the timely processing of all payments of accounts and revenues.

EXPECTED RESULTS:

Comfortable, safe and affordable housing to meet client expectations.

Quality food services.

Timely preparation, advertising and award of contracts for services.

Client satisfaction in leased accommodations.

Effective management and monitoring of divisional expenditures.

SUB-APPROPRIATION 15-3E

PROPERTY SERVICES

	Estimates of Expenditure 2002/03 FTE	Estimates of Expenditure 2002/03 $(000's)	Estimates of Expenditure 2001/02 FTE	Estimates of Expenditure 2001/02 $(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**1.00**	**56.8**	1.00	51.0
Professional/Technical	**8.00**	**362.5**	8.00	329.3
Administrative Support	**3.00**	**153.9**	6.00	240.3
Employee Benefits	-	**70.3**	-	73.1
	12.00	**643.5**	15.00	693.7
Less: Allowance for Staff Turnover	-	**(40.3)**	-	(40.3)
Total Salaries & Employee Benefits	**12.00** [1]	**603.2**	15.00 [1]	653.4
OTHER EXPENDITURES				
Transportation		**15.5**		15.5
Communication		**8.4**		8.4
Supplies and Services		**240.3**		253.9
Minor Capital		**14.9**		9.3
Other Operating		**4.3**		4.3
Total Other Expenditures		**283.4**		291.4
Total Gross Expenditures		**886.6**		944.8
Recovery from other Appropriations		**(216.4)**		(216.4)
TOTAL SUB-APPROPRIATION		**670.2**		728.4

Explanations:

1. Two staff years transferred to Air Services and one staff transferred to Security & Parking Services.

SUB-APPROPRIATION 15-3F

SECURITY AND PARKING

OBJECTIVES:

To provide security and parking services for provincially owned and leased facilities, personnel and visitors.

ACTIVITY IDENTIFICATION:

The Physical Security Unit provides consulting services to client departments for general security and alarm systems, including system design and procurement. Activities include security awareness training, security electronics, locksmith, and operation of the Communications Centre. The Security Investigations Unit manages all security services at the Manitoba Legislative Building and other Winnipeg sites, including personal security for elected officials and visiting dignitaries. The Unit serves to provide effective liaison between clients and police authorities throughout the Province.

The Protective Services Unit manages all security services in outlining areas, and the Government Identification Card program. The Unit assesses requests from provincial departments and provides recommendations and guidelines for the provision of government and private guard protection. Activities include contract preparation and review for private security, on behalf of provincial departments.

The Paid Parking Unit provides centralized management, administration and enforcement services for all provincially owned and leased parking facilities. The Unit ensures the limited parking resources are distributed in a fair and equitable manner, under a cost recovery program.

EXPECTED RESULTS:

To ensure Government assets and property are properly protected and staff work in a safe environment at all facilities throughout the Province.

To maintain security of the Seat of Government and to provide for the safety of the Premier, Cabinet Ministers, MLA's, staff and visitors at the Legislative building.

To maximize the use of all provincial owned and leased parking lots to meet the business requirements of government by working with programs to meet their parking needs on a cost recovery basis.

SUB-APPROPRIATION 15-3F

SECURITY AND PARKING

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	65.5	1.00	46.4
Professional/Technical	84.79	3,003.0	81.79	2,793.5
Administrative Support	11.00	443.4	12.00	435.7
Employee Benefits	-	313.1	-	286.1
	96.79	3,825.0	94.79	3,561.7
Less: Allowance for Staff Turnover	-	(137.0)	-	(137.0)
Total Salaries & Employee Benefits	96.79 [2]	3,688.0 [1]	94.79	3,424.7
OTHER EXPENDITURES				
Transportation		150.9		99.1
Communication		51.4		52.9
Supplies and Services		438.2		237.6
Minor Capital		19.9		132.8
Other Operating		62.7		167.2
Total Other Expenditures		723.1		689.6
Total Gross Expenditures		4,411.1		4,114.3
Recovery from other Appropriations		(2,082.2)		(2,067.2)
TOTAL SUB-APPROPRIATION		2,328.9		2,047.1

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.
2. One staff year transferred from Property Services and one staff transferred from Physical Plant.

SUB-APPROPRIATION 15-3G

ACCOMMODATION COST RECOVERY

OBJECTIVES:

To charge the cost of owned and leased office and warehouse space to the government program occupants.

ACTIVITY IDENTIFICATION:

Develop, implement and maintain relevant policies and administrative procedures necessary to delivery of the Accommodation Cost Recovery program.

Maintains a perpetual inventory indexed by occupant, of all government owned and leased accommodation.

Identifies the cost of the space occupied by each program and client work group within programs.

Processes a billing to each client work group for the cost of the space it occupies.

Develops and circulates all relevant written guidelines and financial reports.

EXPECTED RESULTS:

Provision of a shared accountability for accommodation management between Government Services and all other departments.

Provision of accommodation cost by client work group as part of their overall program delivery costs. This is expected to lead to a more effective utilization of space.

Provision of costing information enabling management and elected officials to more accurately assess program effectiveness.

Government Services will be held accountable by program managers for its performance in providing suitable accommodations at reasonable cost.

SUB-APPROPRIATION 15-3G

ACCOMMODATION COST RECOVERY

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
Recovery from other Appropriations		(44,455.9)		(42,855.1)
Total Other Expenditures		(44,455.9)		(42,855.1)
TOTAL SUB-APPROPRIATION		(44,455.9)		(42,855.1)

SUB-APPROPRIATION 15-3H

MINOR CAPITAL PROJECTS

OBJECTIVES:

To maintain the Manitoba Government's portfolio of owned and leased properties.

ACTIVITY IDENTIFICATION:

Minor repairs to Government buildings

EXPECTED RESULTS:

To maintain existing Government properties in compliance with Workplace Health & Safety Community Building standards.

To provide for office consolidation and relocation.

To maintain Manitoba Government accommodation in a manner that best meets the requirements of the tenant organization.

SUB-APPROPRIATION 15-3H

MINOR CAPITAL PROJECTS

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
Other Expenditures		**2,916.6**		3,902.4
Total Other Expenditures		**2,916.6**		3,902.4
TOTAL SUB-APPROPRIATION		**2,916.6** [1]		3,902.4

Explanations:

1. Reduction in the number of minor capital projects to be delivered in 2002/2003.

Resolution No .	Approp. No.	Transportation and Government Services (15) Details of Appropriation	**Estimates of Expenditure 2002/03 $(000's)**	Estimates of Expenditure 2001/02 $(000's)
15.4	4.	SUPPLY AND SERVICES	**7,034.2**	7,062.4

Provides government departments and agencies with the following centralized support services:

- Procurement of goods and services.
- Air transportation, air ambulance and forest fire suppression aerial support.
- Desktop management, telecommunication and radio services, facsimile and photocopier placement.
- Mail processing & distribution.
- Materials management services including common supplies, home care equipment, moving, storage, supply of office equipment and related maintenance, and redistribution or disposal of surplus assets.
- Comprehensive land management services, including appraisal acquisition and disposal of real property.
- Complete vehicle management and maintenance services.

a) Procurement Services	**2,113.3**	2,071.1
b) Government Air Services	**-**	-
c) Desktop, Telecommunication and Network Services	**4,920.9**	4,991.3
d) Mail Management Agency	**-**	-
e) Materials Distribution Agency	**-**	-
f) Land Management Services	**-**	-
g) Fleet Vehicles Agency	**-**	-
	7,034.2	7,062.4

SUB-APPROPRIATION 15-4A

PROCUREMENT SERVICES

OBJECTIVES

To provide corporate procurement services to all government departments and certain agencies to ensure that each purchase contract represents a fair and reasonable cost to taxpayers, and that it extends competitive opportunity to all interested suppliers. Transactions are processed in a timely and cost effective manner. Lead corporate procurement, ensuring inclusion of departments in corporate procurement decision making through such mechanisms as the Manitoba Procurement Council.

ACTIVITY IDENTIFICATION

Provides departments and certain agencies with centralized tendering and contracting services.

Provides product specification writing, material identification and cataloguing services.

Provides consultative services to clients regarding product evaluations, procurement methods, contract terminology, and commodity standardization.

Develops and implements procurement policies.

Participates in Federal/Provincial procurement initiatives such as reduction of inter-provincial trade barriers, inter-provincial information networks and initiatives aimed at improving access to government procurement.

Administers government-wide purchasing activity through the Direct Purchase Order and Purchasing Card.

EXPECTED RESULTS

Reductions in overall government administrative costs through elimination of effort duplication.

Reduction or long term stabilization of costs for purchased products through demand consolidation and the utilization of current supply strategies.

Improved client service through standardized procurement policy and simplification of operating procedures.

SUB-APPROPRIATION 15-4A

PROCUREMENT SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	2.00	166.9	2.00	163.2
Professional/Technical	11.00	583.2	11.00	563.1
Administrative Support	20.60	909.2	20.60	890.8
Employee Benefits		160.8		144.0
	33.60	1,820.1	33.60	1,761.1
Less: Allowance for Staff Turnover	-	(65.6)	-	(65.6)
Total Salaries & Employee Benefits	33.60	1,754.5 [1]	33.60	1,695.5
OTHER EXPENDITURES				
Transportation		20.7		15.7
Communication		62.9		56.7
Supplies and Services		243.3		228.0
Minor Capital		6.5		8.2
Other Operating		25.4		67.0
Total Other Expenditures		358.8		375.6
TOTAL SUB-APPROPRIATION		2,113.3		2,071.1

Explanations:

1. Increase in part due to salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-4B

GOVERNMENT AIR SERVICES

OBJECTIVES:

To provide economic and efficient air transportation services for clients through effective fleet utilization and co-ordination of programs in provincial and private sector aircraft.

ACTIVITY IDENTIFICATION:

Air Ambulance – In conjunction with Manitoba Health, Air Services provides Lifeflight air ambulance transportation, both in and outside the Province, using two (2) Government owned jets and private sector aircraft.

Fire Suppression – Provides Manitoba's aerial surveillance and forest fire suppression needs in conjunction with Manitoba Conservation, using seven (7) water bombers, three (3) Cessna twin engine birddog aircraft and three (3) De Havilland single Otter aircraft.

General Transportation – When the aircraft are not being utilized for either fire suppression or air ambulance purposes, Air Service provides air transport services for provincial personnel and cargo using the seven (7) passenger Cessna jet, the nine (9) passenger Piper Navajo twin engine aircraft, the three (3), five (5) passenger Cessna 310s, and the three (3) ten (10) passenger float/ski equipped De Havilland Otters. In addition to the actual transport, Air Services also coordinate and audit charter billings for all clients flying in private sector aircraft.

EXPECTED RESULTS:

Air Ambulance – To provide 24 hour, seven days a week, Lifeflight operations to the Provincial and Federal Departments of Health to meet program requirements.

Fire Suppression – To ensure aircraft availability annually from April 1 to October 15 (freeze up) for Manitoba Conservation to meet program expectations in containing forest fires within Manitoba.

General Transport – Air Services performs operational program audits to identify the full costs and benefits of its general transport program. Additionally, opportunities for achieving economies of scale through more efficient use of hangar space and aircraft are also identified.

To complete a cost-effectiveness analysis of all aircraft to determine economic implications associated with existing types of aircraft and usage.

SUB-APPROPRIATION 15-4B

GOVERNMENT AIR SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**1.00**	**81.0**	1.00	81.0
Professional/Technical	**69.00**	**4,469.8**	67.00	4,173.5
Administrative Support	**8.00**	**326.7**	7.00	297.9
Employee Benefits		**584.3**		546.2
	78.00	**5,461.8**	75.00	5,098.6
Less: Allowance for Staff Turnover		**(198.8)**		(198.8)
Total Salaries & Employee Benefits	**78.00** [2]	**5,263.0** [1]	75.00	4,899.8
OTHER EXPENDITURES				
Transportation		**81.9**		77.6
Communication		**51.7**		47.1
Supplies and Services		**3,683.9**		3,512.0
Stores (including inventory purchases)		**740.9**		720.9
Other Operating		**880.0**		741.5
Total Other Expenditures		**5,438.4**		5,099.1
Total Gross Expenditures		**10,701.4**		9,998.9
Recovery from Other Appropriations		**(10,701.4)**		(9,998.9)
TOTAL SUB-APPROPRIATION		**0.0**		0.0

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.
2. Two staff years transferred from Property Services for pilot positions required to meet client demand and one additional staff year approved to meet scheduling volume.

SUB-APPROPRIATION 15-4C

DESKTOP, TELECOMMUNICATION AND NETWORK SERVICES

OBJECTIVES:

To provide planning, business and technical analysis, procurement, project and operations management to departments and agencies to maximize the effectiveness and efficiency of desktop, telecommunication and radio infrastructure.

ACTIVITY IDENTIFICATION:

Liaise and negotiate with vendors on behalf of all departments for rental/purchase of desktop and telecommunications services and facsimile and copier equipment.

Coordinate requisitions for the installation, relocation and removal of desktop, telecommunication and network services.

Facilitate interconnection of all government departments to the Provincial Data Network (PDN) and the Desktop Managed Environment.

Determine requirements, provide technical support, and maintain service standards for telecommunication services.

Provides radio installation, maintenance and repair services for government owned radio systems.

Desktop and telecommunication related financial planning and analysis.

EXPECTED RESULTS:

Reduction of information technology infrastructure costs through aggregation, integration and standardization of desktop and telecommunication services.

Achievement of operating efficiencies and cost control for information technology infrastructure.

Ongoing assessment of the value to government of desktop and telecommunication services.

Provision of radio communication services to government departments and agencies.

Implement service levels and pricing, and cost recovery mechanisms that are effective and meaningful for client departments.

SUB-APPROPRIATION 15-4C

DESKTOP, TELECOMMUNICATION AND NETWORK SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	84.4	1.00	82.5
Technical/Professional	22.12	1,324.3	18.12	1,117.9
Administrative Support	13.00	546.1	17.00	695.2
Employee Benefits		211.6		189.3
	36.12	2,166.4	36.12	2,084.9
Less: Allowance for Staff Turnover		(72.9)		(72.9)
Total Salaries & Employee Benefits	36.12	2,093.5 [1]	36.12	2,012.0
OTHER EXPENDITURES				
Transportation		114.3		105.3
Communication		474.0		474.0
Supplies and Services		9,848.6		9,253.5
Minor Capital		215.5		215.5
Other Operating		2,475.0		2,635.9
Total Other Expenditures		13,127.4		12,684.2
Total Gross Expenditures		15,220.9		14,696.2
Recovery from other Appropriations		(10,300.0)		(9,704.9)
TOTAL SUB-APPROPRIATION		4,920.9		4,991.3

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-4D

MAIL MANAGEMENT AGENCY

Mail Management became a special operating agency on April 1, 1996. Refer to Section 5 for detailed financial information.

SUB-APPROPRIATION 15-4E

MATERIALS DISTRIBUTION AGENCY

Material Distribution became a special operating agency on April 1, 1993. Refer to Section 5 for detailed financial information.

SUB-APPROPRIATION 15-4F

LAND MANAGEMENT SERVICES

Land Management became a special operating agency on April 1, 1995. Refer to Section 5 for detailed financial information.

SUB-APPROPRIATION 15-4G

FLEET VEHICLE AGENCY

Fleet Vehicles became a special operating agency on April 1, 1992. Refer to Section 5 for detailed financial information.

Resolution No.	Approp. No.	Transportation and Government Services (15) Details of Appropriation	**Estimates of Expenditure 2002/03 $(000's)**	Estimates of Expenditure 2001/02 $(000's)
15.5	5.	EMERGENCY MEASURES ORGANIZATION	**1,572.9**	1,551.2

- Develops, implements and maintains a provincial emergency preparedness program and an emergency response capability consistent with the provisions of the Emergency Measures Act.

- Communicates government policy on disaster assistance, makes decisions re: payments in response to disaster claims, and investigates and reports to the Minister on disaster assistance matters.

SUB-APPROPRIATION 15-5A

EMERGENCY MEASURES ORGANIZATION

OBJECTIVES:

In accordance with the provisions of The Emergency Measures Act:

Promotes emergency preparedness in Manitoba through the review, enhancement and implementation of training and education programs to meet current provincial, municipal and private sector emergency preparedness and planning needs;

Maintains and coordinates provincial emergency response capability to mitigate the effects of major emergencies and/or disasters including the maintenance and implementation of emergency preparedness plans and programs necessary for the protection of life, property and the environment in the Province of Manitoba;

Coordinates departmental activities pertaining to the recovery from disasters, the development and implementation of disaster financial assistance guidelines and federal and provincial policy regarding the evaluation, approval and payment of disaster assistance claims and administration of the emergency expenditure financial appropriation.

ACTIVITY IDENTIFICATION:

Maintain, deliver and/or facilitate emergency preparedness training for all levels of government and emergency response organizations.

Promote the maintenance of municipal emergency preparedness plans and departmental plans, including respite capabilities.

Implement a recovery management process, including the development of a public information strategy to address potential emergency events.

EXPECTED RESULTS:

Greater access to emergency preparedness training for government and emergency response organizations, enhancing expertise and knowledge for people involved in the planning and response for future emergencies and/or disasters.

Continued heightened coordination of Provincial emergency activities for the protection of life, property and environment in an emergency or disaster.

Provision for timely reporting of financial impact of emergency events and disaster assistance costs to foster proficiency, accountability, and to support decision making.

SUB-APPROPRIATION 15-5A

EMERGENCY MEASURES ORGANIZATION

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	2.00	144.7	2.00	126.4
Administrative Support	17.00	855.1	17.00	846.7
Employee Benefits	-	86.6	-	84.7
	19.00	1,086.4	19.00	1,057.8
Less: Allowance for Staff Turnover	-	(26.9)	-	(26.9)
Total Salaries & Employee Benefits	19.00	1,059.5 [1]	19.00	1,030.9
OTHER EXPENDITURES				
Transportation		90.7		90.7
Communication		79.3		79.3
Supplies and Services		317.0		323.9
Minor Capital		12.9		12.9
Other Operating		13.5		13.5
Total Other Expenditures		513.4		520.3
TOTAL SUB-APPROPRIATION		1,572.9		1,551.2

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

Resolution No .	Approp. No.	Transportation and Government Services (15) Details of Appropriation	**Estimates of Expenditure 2002/03 $(000's)**	Estimates of Expenditure 2001/02 $(000's)
15.6	6.	INFRASTRUCTURE WORKS	**198,722.0**	185,234.9
	•	Provides for the maintenance of Manitoba's primary and secondary road systems.		
	•	Provides for the construction and/or reconstruction, rehabilitation and upgrading of the Provincial Trunk Highway System and the Provincial Road System.		
	•	Provides assistance to cities, towns and villages outside of Winnipeg in the development and maintenance of local transportation needs.		
	•	Provides for roadwork projects in Local Government Districts and Unorganized Territories that are a mix of projects financed 100% by the Province and projects financed on a 50/50 basis between the Province and the Local Government Districts.		
	•	Provides funding for a variety of transportation related capital projects.		
	•	Provides funding for the administration, construction and maintenance of the winter road system.		
	a)	Maintenance Program	65,548.1	65,548.1
	b)	Mechanical Equipment Services	-	-
	c)	Construction Program	120,000.0	103,900.0
	d)	Grant Assistance to Local Governments	1,600.0	2,000.0
	e)	Work in Municipalities, Local Government Districts and Unorganized Territory	3,212.1	3,189.0
	f)	Other Projects	3,605.8	6,005.8
	g)	Winter Roads	4,756.0	4,592.0
			198,722.0	185,234.9

SUB-APPROPRIATION 15-6A

MAINTENANCE PROGRAM

OBJECTIVES:

To protect public investment in highway infrastructure and ensure that the traveling public and commercial vehicles are provided with safe, efficient and convenient movement by maintaining roads, bridges and traffic control devices to acceptable standards.

ACTIVITY IDENTIFICATION:

Provides repairs to paved surfaces, including shoulders.

Conducts gravel surface work including dragging, re-gravelling and dust control.

Carries out roadside maintenance, including mowing, weed control and litter pick-up.

Provides maintenance of signs, guardrails, guide posts and traffic control devices.

Performs maintenance on bridges and drainage facilities.

Conducts winter maintenance activities including snow plowing, snow fencing, sanding and salting.

EXPECTED RESULTS:

Maintenance of the provincial highway system to ensure safe and efficient travel.

Preservation of highway infrastructure and aesthetics through adequate mowing, weed control, drainage, and other roadside maintenance activities.

Promotion of safety and travel information to highway users through maintenance of regulatory and information signs and other traffic control devices.

Provision of adequate bridge maintenance to maintain the integrity of the bridge system.

SUB-APPROPRIATION 15-6A

MAINTENANCE PROGRAM

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	$(000's)	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Professional/Technical	**659.27**	**20,231.9**	659.27	20,666.7
Employee Benefits		**2,547.7**		2,547.7
	659.27	**22,779.6**	659.27	23,214.4
Less: Allowance for Staff Turnover	**-**	**(115.0)**	-	(115.0)
Total Salaries & Employee Benefits	**659.27**	**22,664.6**	659.27	23,099.4
OTHER EXPENDITURES				
Transportation		**740.0**		740.0
Communication		**650.0**		650.0
Supplies and Services		**40,203.5**		39,768.7
Materials	**12,500.0**		12,461.6	
Railway Crossing Maintenance	**950.0**		800.0	
Grants in Lieu of Taxes	**600.0**		600.0	
Utilities	**1,600.0**		1,500.0	
Equipment	**19,328.5**		19,257.4	
Municipal Maintenance Payments	**1,725.0**		1,700.0	
Other	**3,500.0**		3,449.7	
Other Operating		**1,290.0**		1,290.0
Total Other Expenditures		**42,883.5**		42,448.7
TOTAL SUB-APPROPRIATION		**65,548.1**		65,548.1

SUB-APPROPRIATION 15-6B

MECHANICAL EQUIPMENT SERVICES

OBJECTIVES:

To provide mechanical equipment and warehousing services to support the safe and efficient delivery of the Department's construction, maintenance and remote airport programs in a manner which incorporates the principles of sustainable development and environmental awareness.

ACTIVITY IDENTIFICATION:

Develops policy and standards applicable to the maintenance and preservation of the mechanical equipment fleet and the Department's warehouse operations.

Acquires and services a variety of mechanical equipment required for highway maintenance for the Department.

Operates a network of repair and warehouse facilities throughout the province to provide equipment, materials and parts to the department.

Regularly inspects and provides preventive maintenance on equipment and facilities to prolong service life.

Acquires and maintains equipment required for airport operation to ensure serviceability of remote airports.

EXPECTED RESULTS:

Timely provision of appropriate equipment to deliver cost-effective highway maintenance services.

Provision of equipment and maintenance to ensure the safe and efficient operation of remote provincial airports.

The timely and cost-effective distribution of supplies and equipment parts.

SUB-APPROPRIATION 15-6B

MECHANICAL EQUIPMENT SERVICES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	**1.00**	**68.4**	1.00	67.0
Professional/Technical	**164.50**	**5,819.0**	164.50	5,614.2
Administrative Support	**33.00**	**1,285.1**	33.00	1,263.5
Employee Benefits	**-**	**559.9**	-	559.9
	198.50	**7,732.4**	198.50	7,504.6
Less: Allowance for Staff Turnover	**-**	**(62.6)**	-	(62.6)
Total Salaries & Employee Benefits	**198.50**	**7,669.8** [1]	198.50	7,442.0
OTHER EXPENDITURES				
Transportation		**271.3**		271.3
Communication		**71.4**		71.4
Supplies and Services		**14,139.9**		13,740.9
Accommodation	**907.7**		907.7	
Fuel - Truck	**5,294.2**		5,294.2	
Tires	**525.7**		525.7	
Repairs and Maintenance	**5,235.0**		4,966.0	
Utilities	**414.8**		414.8	
Equipment Rentals	**1,286.5**		1,156.5	
Other	**476.0**		476.0	
Other Operating		**678.2**		678.2
Vehicle Insurance	**353.2**		353.2	
Other	**325.0**		325.0	
Warehouse Stores Purchases		**4,302.2**		4,302.2
Total Other Expenditures		**19,463.0**		19,064.0
Total Gross Expenditures		**27,132.8**		26,506.0
Less: Recoverable from other Appropriations		**(27,132.8)**		(26,506.0)
TOTAL SUB-APPROPRIATION		**0.0**		0.0

Explanations:

1. Increase primarily the result of salary increases under negotiated collective agreements.

SUB-APPROPRIATION 15-6D

GRANT ASSISTANCE TO LOCAL GOVERNMENTS

OBJECTIVES:

Provides financial assistance to cities, towns and villages outside the City of Winnipeg in the construction of local transportation needs and provides funding to airport owners on a 50/50 cost-shared basis for projects valued at $5,000 or more.

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
Aid to Cities, Towns and Villages		**1,300.0**		1,300.0
Airport Capital Assistance Program		**300.0**		300.0
Rural Municipal Bridge Assistance Program		**0.0** [1]		400.0
TOTAL SUB-APPROPRIATION		**1,600.0**		2,000.0

Explanations:

1. Elimination of the program.

SUB-APPROPRIATION 15-6E

WORK IN MUNICIPALITIES, LOCAL GOVERNMENT DISTRICTS AND UNORGANIZED TERRITORIES

OBJECTIVES:

Roadwork projects that are financed 100% by the Province or on a 50/50 basis between the former Local Government Districts and the Province.

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
Salaries and Wages	**25.00**	**882.1**	25.00	859.0
Other Expenditures		**2,330.0**		2,330.0
TOTAL SUB-APPROPRIATION		**3,212.1**		**3,189.0**

SUB-APPROPRIATION 15-6F

OTHER PROJECTS

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
Highway Maintenance Equipment		**20.0**		20.0
Airport Improvements		**2,995.1** [1]		5,395.1
Ferries and Landings		**120.9**		120.9
Building and Storage Yards		**429.8**		429.8
Improvements to Weigh Scales		**40.0**		40.0
TOTAL SUB-APPROPRIATION		**3,605.8**		6,005.8

Explanations:

1. Non-recurring funding requirement of $2,400.0 for the Northern Airports Improvement Program.

SUB-APPROPRIATION 15-6G

WINTER ROADS

OBJECTIVES:

To facilitate the hauling of freight to northern and remote communities through the construction and maintenance of winter roads.

To maximize the creation of local employment opportunities.

ACTIVITY IDENTIFICATION:

Identifies areas for winter road construction to be funded exclusively by the Province and cost-shared between the Governments of Manitoba with the Government of Canada and other third parties.

Funds and administers the construction and maintenance of winter roads in designated areas.

EXPECTED RESULTS:

Lower cost and more convenient transportation of bulk goods to northern and remote communities in Manitoba.

The development of local employment opportunities in northern and remote areas.

SUB-APPROPRIATION 15-6G

WINTER ROADS

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
Winter Road - 100% Provincial		**351.0**		275.0
Winter Roads - Shareable with Canada and Third Parties		**4,405.0**		4,317.0
TOTAL SUB-APPROPRIATION		**4,756.0**		4,592.0

Resolution No.	Approp. No.	Transportation and Government Services (15) Details of Appropriation	**Estimates of Expenditure 2002/03 $(000's)**	Estimates of Expenditure 2001/02 $(000's)
15.7	7.	AMORTIZATION AND OTHER COSTS RELATED TO CAPITAL ASSETS	**26,739.7**	26,637.5
		• Provides for costs related to capital assets.		
		(a) Desktop Management Initiatives	**-**	-
		(b) Air Services	**139.6**	46.9
		(c) Desktop Services	**1,416.5**	1,612.6
		(d) Amortization Expense	**11,990.7**	11,514.7
		(e) Interest Expense	**13,192.9**	13,463.3
			26,739.7	26,637.5

SUB-APPROPRIATION 15-7

AMORTIZATION AND OTHER COSTS RELATED TO CAPITAL ASSETS

OBJECTIVES:

Provides for costs related to capital assets.

ACTIVITY IDENTIFICATION:

Amortization of Desktop Management Initiative.

Amortization of Better Methods (SAP).

Amortization of tangible capital asset inventory.

Amortization of desktop hardware and transition.

Amortization of desktop enterprise software.

Desktop Enterprise Software Licences.

Interest expense related to tangible capital assets.

EXPECTED RESULTS:

The systematic write-off to expense of the cost of an asset over its expected economic useful life.

SUB-APPROPRIATION 15-7

AMORTIZATION AND OTHER COSTS RELATED TO CAPITAL ASSETS

	Estimates of Expenditure 2002/03 $(000's)	Estimates of Expenditure 2001/02 $(000's)
(a) Desktop Management Initiative		
(1) Government-wide Desktop Costs	**12,783.6**	15,040.8
(2) Recoverable from other Appropriations	**(12,783.6)**	(15,040.8)
Subtotal (a)	**0.0**	0.0
(b) Air Services		
(1) Amortization Expense	**2,185.7**	1,822.3
(2) Recoverable from other Appropriations	**(2,046.1)**	(1,775.4)
Subtotal (b)	**139.6**	46.9
(c) Desktop Services		
(1) Amortization Expense - Hardware and Transition	**877.9**	1,290.1
(2) Amortization Expense - Enterprise software	**157.2**	322.5
(3) Enterprise Software Licenses	**381.4**	0.0
Subtotal (c)	**1,416.5**	1,612.6
(d) Amortization Expense	**11,990.7**	11,514.7
(e) Interest Expense	**13,192.9** [1]	13,463.3
TOTAL APPROPRIATION	**26,739.7**	**26,637.5**

Explanations:

1. For 2002/03, the interest costs related to tangible capital assets being amortized and Part B - Capital Investment will now be recovered from departments. These costs are reflected in the Public Debt Appropriation in the Department of Finance with an offsetting recovery from other (departmental) appropriations in 2002/03 as well as the 2001/02 Adjusted Vote, for comparative purposes.

PART 3

HISTORICAL INFORMATION

Schedule 7

DEPARTMENT OF TRANSPORTATION AND GOVERNMENT SERVICES
FIVE YEAR EXPENDITURE AND STAFFING SUMMARY BY APPROPRIATION ($000)
FOR YEARS ENDING MARCH 31, 1999 - MARCH 31, 2003

	Actual Estimates of Expenditures						ADJUSTED ESTIMATES OF EXPENDITURES		PRINTED MAIN ESTIMATES OF EXPEND.	
	1998/99		1999/2000		2000/01		2001/02		2002/03	
	FTE	$	FTE	$	FTE	$	FTE	$	FTE	$
Administration and Finance	119.75	7,960.3	117.50	8,207.1	109.50	8,072.2	124.75	9,085.8	124.75	9,422.1
Highways and Transportation Programs	847.46	56,406.1	831.48	57,447.5	834.48	59,613.9	884.19	61,769.4	894.69	64,800.2
Accommodation Development & Property	556.06	25,739.0	553.06	31,903.7	497.86	32,067.7	559.86	35,744.0	553.86	32,865.7
Supply & Services	135.72	8,184.5	136.72	6,008.7	133.72	6,704.8	144.72	7,062.4	147.72	7,034.2
Emergency Management Organization	14.00	1,076.3	14.30	1,264.6	17.00	1,324.2	19.00	1,551.2	19.00	1,572.9
Infrastructure Works	1,190.00	172,405.0	1,177.00	175,954.8	1,165.00	178,385.3	1212.52	185,234.9	1,212.52	198,722.0
Amortization of Capital Assets		8,996.9		11,112.9		11,475.7		26,637.5		26,739.7
TOTAL	**2,862.99**	**280,768.1**	**2,830.06**	**291,899.3**	**2,757.56**	**297,643.8**	**2,945.04**	**327,085.2**	**2,952.54**	**341,156.8**

PART 4

CAPITAL INVESTMENT

CAPITAL INVESTMENT

OBJECTIVES:

To acquire and maintain capital assets which are administered by this Department for the Manitoba Government.

ACTIVITY IDENTIFICATION:

Acquisition, construction and major repairs to capital assets owned by the Manitoba Government and administered by this Department, including corporate desktop assets and air services capital.

EXPECTED RESULTS:

To ensure recognition of all capital costs associated with the acquisition, construction and maintenance of physical assets.

Res. No .	Approp. No.		**Estimates of Capital Investment 2002/03 $(000's)**	Estimates of Capital Investment 2001/02 $(000's)
		CAPITAL INVESTMENT	**24,900.0**	22,640.0
B.8	9.	Transportation and Government Services		
		• Provides for the acquisition of highways maintenance equipment; construction of physical assets and major renovation projects; acquisition and maintenance of government aircraft and development and testing of information technology projects.		
		(a) Transportation Capital Projects and Equipment	**7,439.6**	5,180.8
		Less: Third Party Recoveries	**(2,039.6)**	(305.8)
		Subtotal	**5,400.0**	4,875.0
		(b) Government Services Capital Projects	**13,600.0**	13,600.0
		(c) Air Services Capital Projects	**5,700.0**	2,565.0
		(d) Information Technology Projects	**200.0**	1,600.0
			24,900.0	**22,640.0**

PART 5

SPECIAL OPERATING AGENCIES

FLEET VEHICLES AGENCY

BACKGROUND

In 1934, Fleet Vehicles was created as a branch of the Manitoba Provincial government to provide a centralized fleet management program. It was established to maximize efficiencies in vehicle acquisitions, maintenance and use, and to lower overall vehicle operating costs to government. On April 1, 1992, the Branch was approved as a Special Operating Agency (SOA), the first such agency at the provincial level in Canada.

RESPONSIBILITY

Fleet Vehicles Agency *(FLEET)* provides competitive, comprehensive fleet management services to public sector organizations in Manitoba, including provincial departments, agencies and crown corporations. The fleet consists of approximately 2,500 vehicles including trucks (50%), vans (33%), sedans (15%) and ambulances (2%) operating from more than 600 locations throughout the province. The fleet travels more than 50 million kilometres annually. Approximately one-third of the fleet is serviced by *FLEET*'s central Winnipeg garage with the remainder serviced by the Agency's private sector contacts throughout Manitoba, with *FLEET* ensuring high service standards to clients regardless of location.

VISION

TO PROVIDE ALL VEHICLE AND EQUIPMENT MANAGEMENT SERVICES TO THE BROADER PUBLIC SECTOR.

MISSION

WE ARE COMMITTED TO PROVIDE OUR CLIENTS WITH A COMPLETE RANGE OF QUALITY FLEET MANAGEMENT SERVICES TO ASSIST IN THE EFFICIENT DELIVERY OF PUBLIC PROGRAMS.

CRITICAL SUCCESS FACTORS

- Enhance the value and quality of our service to meet stakeholders' expectations.
- Administer assets and resources in a fiscally responsible manner.
- Operate efficient and effective management information systems.
- Advance new market opportunities.
- Foster an Agency that informs, prepares and empowers employees.

SPECIAL OPERATING AGENCY STATUS

Fleet Vehicles became a Special Operating Agency (SOA) on April 1, 1992. Operating as a SOA has led to improved customer service and service quality, while reducing the provincial government's overall vehicle costs. With the introduction of an improved rate structure and comprehensive fleet management information system, clients have expressed greater satisfaction with the services provided.

2002/03 KEY OBJECTIVES

Marketing and Sales:

- Increase revenues in identified target markets by 5% for the year ending March 31, 2003, as compared to the preceding year.
- *FLEET* is the only MPI agent in the Government of Manitoba. To become the MPI agent for all provincially-owned vehicles by March 31, 2004.

Service:

- Acquire suitable vehicles for *FLEET* clients and dispose of vehicles at an optimum time in order to meet clients' ground transportation needs and lower overall vehicle costs.
- Maximize vehicle repair facility efficiencies to ensure high quality service to provincial and broader public sector clients operating within the vicinity of Winnipeg.
- Manage environmental issues and concerns of *FLEET* in order to meet or exceed existing guidelines.

Organization and Management:

- Retain existing clients through efficiencies and increased customer satisfaction.
- Prepare a skilled workforce for the changing work environment.
- Ensure that each staff member receives a minimum of one customer service training session by March 31, 2003.
- Further develop current communication tools to educate customers about fleet management by March 31, 2003.
- Complete the study of the potential amalgamation of the operations of *FLEET* and the Mechanical Equipment Services division of Transportation and Government Services.

Finance:

- Provide financial services and support to *FLEET* management and staff to assist them in meeting *FLEET*'s program delivery objectives and to assure compliance with government policies.
- Ensure that *FLEET*'s reliance on Loan Act Authority to finance the purchase of new and replacement vehicles (except for ambulances) is not increased when compared to levels in recent years.
- Develop a system to collect and report on seasonal and short-term rental vehicles utilization and profitability by March 31, 2003.

2002/03 KEY TARGETS

- Be the successful bidder on 100% of current client tenders issued for vehicle leasing and management for the 2002/03 business year.
- Maintain repair services that are cost competitive through a quarterly minimum labour productivity rate of 90% and a maximum parts mark-up of 16% during 2002/03.
- Ensure high quality service work by maintaining a maximum work order comeback rate below 1.5%.
- Investigate manufacturer and vehicle options for purchases of replacement vehicles that use a combination of ethanol and gasoline.
- Continue to maintain *FLEET*'s Loan Act Authority draw down percentage relative to vehicle costs (except for ambulances) at approximately 60% each year.
- Maximize *FLEET*'s cash position by maintaining days sales in receivables at no more than 45 days at the end of each quarter.
- Provide an average of a minimum of 10 hours of development training for all repair facility staff in 2002/03.
- Ensure all *FLEET* managers and staff receive training identified from the yearly Performance Management program within 12 months of identification.
- Introduce "competency-based jobs" process by September 30, 2002, to *FLEET* managers to formalize the succession-planning process at *FLEET*.
- Develop reports in Keys, our fleet management information system, on vehicle utilization, revenues and expenses to better manage our fleet and its related operations.
- Work with current customers to match their vehicle needs to their program requirements.
- Find and partner with organizations and committees that have connections to, and the respect of potential customers in the broader public sector.
- Explore opportunities to advertise, attend trade shows, write articles for association publications, speak at regional meetings, and conduct workshops at conventions.
- Identify all provincially-owned vehicles and equipment with the view of becoming the MPI agent for the department, agency or crown corporation that owns them. Meet with senior Manitoba Government officials to secure approvals. Secure Insurance and Risk Management's recommendation.
- When and where resources are underutilized in a geographic region, promote our services to other customers and new markets: e.g. local school divisions or other customers within the region.

FLEET VEHICLES AGENCY

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY

Proforma Balance Sheet

$(000s)

	Mar 31/02	Mar 31/03	Mar 31/04
Assets			
Current			
Cash	-	-	-
Receivables	2,470.0	**2,573.0**	2,690.0
Inventories	60.0	**60.0**	60.0
Prepaids	1,124.0	**1,229.0**	1,270.0
	3,654.0	**3,862.0**	4,020.0
Capital assets	36,697.0	**36,927.0**	36,858.0
Receivable from the Province of Manitoba	194.0	**194.0**	194.0
	40,545.0	**40,983.0**	41,072.0
Liabilities			
Current			
Working capital payable, net of cash	3,238.0	**2,750.0**	882.0
Payables and accruals	1,500.0	**1,000.0**	1,000.0
Revenue sharing to the Consolidated Fund	350.0	**375.0**	-
Unearned revenue	450.0	**470.0**	480.0
Current portion of long term debt	4,512.0	**5,059.0**	5,389.0
	10,050.0	**9,654.0**	7,751.0
Long term debt, less current portion included above	14,335.0	**14,871.0**	14,344.0
Severance pay liability	269.0	**287.0**	319.0
	24,654.0	**24,812.0**	22,414.0
Equity			
Contributed equity	4,118.0	**4,118.0**	4,118.0
Retained earnings	11,773.0	**12,053.0**	14,540.0
	15,891.0	**16,171.0**	18,658.0
	40,545.0	**40,983.0**	41,072.0

FLEET VEHICLES AGENCY

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY

Proforma Statements of Earnings and Retained Earnings

$(000s)

	Mar 31/02	Mar 31/03	Mar 31/04
Revenue			
Vehicle leases	21,864.0	**22,853.0**	23,957.0
Gain on disposal of vehicles	699.0	**524.0**	472.0
Interest income	11.0	**10.0**	25.0
Other revenue	1,517.0	**1,530.0**	1,575.0
	24,091.0	**24,917.0**	26,029.0
Expenses			
Salaries	1,944.0	**2,060.0**	2,138.0
Vehicle operating expenses	17,623.0	**18,394.0**	18,607.0
Administrative expenses	1,301.0	**1,383.0**	1,420.0
Community service	29.0	**31.0**	33.0
Interest expense	965.0	**1,269.0**	1,344.0
	21,862.0	**23,137.0**	23,542.0
Net earnings	2,229.0	**1,780.0**	2,487.0
Retained earnings, beginning of year	10,644.0	**11,773.0**	12,053.0
Net earnings	2,229.0	**1,780.0**	2,487.0
Revenue sharing to the Consolidated Fund	(1,100.0)	**(1,500.0)**	-
Retained earnings, end of year	11,773.0	**12,053.0**	14,540.0

NOTE:

Salaries are projected at current staffing levels. Salary increases are in line with the Master Agreement through March 31, 2003, with no increase projected for the year ending March 31, 2004. Benefits are calculated at 17.35% of salaries plus severance pay.

FLEET VEHICLES AGENCY

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY

Proforma Statement of Cash Flows

$(000s)

	Mar 31/02	**Mar 31/03**	Mar 31/04
Cash flows from operating activities			
Net earnings	2,229.0	**1,780.0**	2,487.0
Amortization	7,081.0	**7,559.0**	7,333.0
Gain on disposal of vehicles	(699.0)	**(524.0)**	(472.0)
Increase in severance pay liability	5.0	**18.0**	32.0
	8,616.0	**8,833.0**	9,380.0
Change in:			
Receivables	(611.0)	**(103.0)**	(117.0)
Inventories	8.0	**-**	-
Prepaids	76.0	**(105.0)**	(41.0)
Payables and accruals	(236.0)	**(500.0)**	-
Revenue sharing to the Consolidated Fund	(150.0)	**25.0**	(375.0)
Unearned revenue	38.0	**20.0**	10.0
Net cash provided by operating activities	7,741.0	**8,170.0**	8,857.0
Cash flows from investing activities			
Proceeds from disposal of vehicles	1,864.0	**2,086.0**	1,780.0
Acquisition of vehicles	(14,562.0)	**(9,204.0)**	(8,489.0)
Acquisition of equipment	(142.0)	**(147.0)**	(83.0)
Acquisition of leasehold improvements	(147.0)	**-**	-
Net cash used in investing activities	(12,987.0)	**(7,265.0)**	(6,792.0)
Cash flows from financing activities			
Proceeds from Loan Act Authority draw downs	10,450.0	**5,850.0**	5,110.0
Long term debt repayments	(4,862.0)	**(4,767.0)**	(5,307.0)
Revenue sharing to the Consolidated Fund	(1,100.0)	**(1,500.0)**	-
Net cash provided by (used in) financing activities	4,488.0	**(417.0)**	(197.0)
Net increase (decrease) in cash	(758.0)	**488.0**	1,868.0
Working capital payable, net of cash			
Beginning of year	(2,480.0)	**(3,238.0)**	(2,750.0)
End of year	(3,238.0)	**(2,750.0)**	(882.0)

LAND MANAGEMENT SERVICES

BACKGROUND

The Land Acquisition Branch was created in 1965 as part of the Department of Public Works. *The Land Acquisition Act* was passed into law in the same year to bring consistency and uniformity to the process of real estate acquisition by government. Part I of *The Land Acquisition Act* established the Land Acquisition Branch and Part II established The Land Value Appraisal Commission.

RESPONSIBILITY

The Land Acquisition Branch was made responsible for the appraisal and acquisition of real property for Departments and Government Agencies, or the expropriation of land by any authority, as well as the disposal of surplus buildings and land. The head office was decentralized to Portage la Prairie in April 1993, with a regional office continuing to be located in Brandon and Dauphin, with appraisers located in Winnipeg, Brandon, Dauphin and Portage La Prairie.

MISSION

TO PROVIDE COMPREHENSIVE LAND MANAGEMENT SERVICES
TO VARIOUS LEVELS OF GOVERNMENT, DEPARTMENTS, BOARDS,
COMMISSIONS, CORPORATIONS, AGENCIES AND CLIENTS

VISION

TO BE THE PRINCIPAL SUPPLIER OF A CENTRALIZED,
ALL INCLUSIVE REAL ESTATE SERVICE TO THE PUBLIC SECTOR
USING AN OPTIMAL BLEND OF INTERNAL AND EXTERNAL RESOURCES

CRITICAL SUCCESS FACTORS

- Successful implementation of succession plans;

  Expected Result: To ensure continuity of services to LMS clients;

- Conduct regular staff meetings of all business areas of LMS to facilitate the sharing of ideas to afford staff the means to address operational opportunities;

  Expected Result: Empowerment of employees;

- Training of employees will be a major initiative of the Agency;

Expected Result: Achievement of restructuring program delivery;

- Performance measurements by business area and individual employee are monitored on a monthly basis;

  Expected Result: Track ongoing performance results against budgeted projections allowing the Agency to react to developing trends;

- Continued imaging of 48,000 legal pockets originally estimated to take approximately two years;

  Expected Result: Securement of data under Risk Management Program;

- LMS to work toward establishing a delivery system that will potentially reduce departmental expenses and achieve cost savings through implementation of a property inventory system;

  Expected Result: Identify surplus property for sale and increase Central Government cashflow;

  Expected Result: Increase revenue sharing based on financial results;

- Continuation of converting paper records used in research to digital format;

  Expected Result: Increase efficiencies by the reduction of research time for staff;

- Monitor cost centres to insure rates charged cover cost of delivery;

  Expected Result: Recoveries are equal to full cost of services provided;

- Expansion or enhancement of products, services and delivery programs provided;

  Expected Result: Implementation of change management program to meet ever increasing client requirements;

- Implementation of marketing strategy:

  Expected Result: New markets and increased customer base;

- Continued review and redesign of technology;

  Expected Result: Achieve greater efficiencies, reduction of ongoing costs and develop effective market tools.

SPECIAL OPERATING AGENCY STATUS

Land Management Services became an SOA to provide more timely and cost-effective services to Government Departments, Boards, and Agencies.

Land Management Services, in its efforts to improve services, has concentrated on improving internal processes by developing information systems, and strengthening internal and external communications.

Specific initiatives include:
- Clearly defining operations;
- Setting demanding goals for performance and developing strategies for attaining these goals;
- Applying and adapting the best private and public sector management techniques;
- Monitoring performance to ensure continuous progress toward goals.

GOALS

- To be a proactive participant in identifying properties surplus to government requirements.

- To market for sale all properties identified as surplus to government requirements, and to assist clients by leasing those properties not immediately required for program activities.

- To review the appropriateness of assessments levied against government properties and file appeals as required.

- To provide efficient and effective real estate services that offer better value for money than clients could otherwise achieve.

- To achieve financial and other performance targets as the Minister may from time to time decide, through consultation with the Deputy Minister of Government Services and Emergency Measures and the Assistant Deputy Minister of Supply and Services.

- To run Agency operations, as far as practical, according to best business practices.

- To maintain and renew equipment and other assets, in light of operational needs, using appropriate methods of investing.

- To follow best public and private sector employment practices and to improve staff involvement to the greatest degree practicable, in all aspects of operations.

- To continually asses the Agency's policies and procedures in relation to overall efficiency and effectiveness.

OBJECTIVES

- To successfully implement succession planning to ensure continuity of service.
- To implement LMS's marketing strategy that enhances customer base and reliance.
- To ensure that an accessible, safe and secure environment is maintained for all record storage.
- To stabilize and expand LMS's information technology to enhance services and diverse marketing tools.

LAND MANAGEMENT SERVICES

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY

Pro-Forma Balance Sheet

$(000s)

	2002	2003	2004
Assets			
Current Assets:			
Cash and short term deposits	213.3	-	-
Accounts receivable	364.2	**291.6**	247.8
Work in progress	136.0	**104.1**	95.6
Prepaid expenses	15.0	**15.0**	15.0
Total Current Assets	728.5	**410.7**	358.4
Other Assets:			
Pension - Trust	-	-	-
Finalizing - Trust	4.0	**4.2**	4.4
Receivable from the Province of Manitoba	269.9	**176.9**	176.9
Fixed Assets (Net)	327.8	**198.9**	121.7
Total Assets	1,330.2	**790.7**	661.4
Liabilities			
Current liabilities:			
Working capital payable	-	**34.4**	329.2
Accounts payable and accrued liability	227.4	**211.7**	198.3
Funds held in trust	100.0	**100.0**	100.0
Total current liabilities	327.4	**346.1**	627.5
Other long-term liabilities:			
Pension Liability	-	-	-
Severance pay liability	210.0	**130.4**	144.5
Finalizing - unearned revenue	4.0	**4.2**	4.4
	214.0	**134.6**	148.9
Total Liabilities	541.4	**480.7**	776.4
Sale of surplus land reserve	200.0	**200.0**	200.0
Retained earnings	588.8	**109.9**	(315.0)
Total Liabilities & Equity	1,330.2	**790.6**	661.4

LAND MANAGEMENT SERVICES

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY

Pro-Forma Statement of Earnings and Retained Earnings

$(000s)

	2002	2003	2004
Recoveries			
Special Projects	24.4	**47.0**	62.7
Processing	931.7	**542.4**	424.5
Appraisal	1,136.5	**1,113.5**	1,160.3
Sales/Leasing	335.3	**379.7**	259.0
Other	-	-	-
Total Recoveries	2,427.9	**2,082.6**	1,906.5
Expenses			
Salaries and Benefits	1,390.9	**1,465.4**	1,316.7
Expenses	971.1	**846.1**	764.8
Total Expenses	2,362.0	**2,311.5**	2,081.5
Net Earnings	65.9	**(228.9)**	(175.0)
Retained earnings, opening	772.9	**588.8**	109.9
Sale of surplus land reserve	200.0	**200.0**	200.0
Revenue Sharing	(250.0)	**(250.0)**	(250.0)
	722.9	**538.8**	59.9
Retained Earnings, closing	788.8	**309.9**	(115.1)

LAND MANAGEMENT SERVICES

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY

Pro-Forma Statement of Cash Flows

$(000s)

	2002	2003	2004
Cash derived from (applied to)			
OPERATING			
Net Earnings	65.9	**(228.9)**	(175.0)
Amortization	191.0	**149.0**	97.2
Increase in pension liability	-	-	-
Increase in severance pay liability	(19.3)	**(79.6)**	14.1
	237.6	**(159.5)**	(63.7)
Accounts receivable & work in progress	(225.3)	**104.5**	52.2
Receivable - Province of Manitoba	54.2	**93.0**	-
Prepaid expenses	(5.6)	-	-
Change in payables and accruals	(437.1)	**(15.7)**	(13.4)
Funds held in Trust	23.2	-	-
Unearned Revenue	1.0	**0.2**	0.2
Cash provided by operations	(352.0)	**22.5**	(24.7)
INVESTING:			
Acquisition of fixed assets	(80.0)	**(20.0)**	(20.0)
Pension - Trust	-	-	-
Special projects - Trust	(1.0)	**(0.2)**	(0.2)
	(81.0)	**(20.2)**	(20.2)
FINANCING:			
Revenue sharing	(250.0)	**(250.0)**	(250.0)
	(331.0)	**(270.2)**	(270.2)
Net increase (decrease) in cash	(683.0)	**(247.7)**	(294.9)
Cash and working capital payable	896.4	**213.3**	(34.4)
End of year - closing	213.4	**(34.4)**	(329.3)

MATERIALS DISTRIBUTION AGENCY

BACKGROUND

In 1974, Materials Distribution was created to cost effectively meet the supply needs of departments and certain boards, commissions, and agencies of the Crown for a variety of common items. On April 1, 1993, the Branch was approved as Manitoba's second Special Operating Agency, known as Materials Distribution Agency (MDA). Since then, MDA has assumed responsibility for providing home care medical supplies and equipment to Manitobans and in the provision of warehousing and distribution services for the Manitoba Textbook Bureau.

RESPONSIBILITY

The Materials Distribution Agency provides supplies for eight different commodity groups including stationery and office supplies, Laboratory, x-ray ultrasound + ECG supplies, janitorial supplies; medical supplies; reproductive health supplies; office furnishings; furniture; computer software, licences and manuals. MDA also manages six different services including home care equipment rental; warehousing and distribution services; office equipment service and rental; copy centre management;

MISSION

WE ARE A DYNAMIC LOGISTICS ORGANIZATION COMMITTED TO PROVIDING VALUED PRODUCTS AND INNOVATIVE SERVICES WITHIN THE PUBLIC SECTOR

VISION

TO BECOME THE SUPPLIER OF CHOICE FOR THE PROVINCE OF MANITOBA'S MATERIAL MANGEMENT NEEDS INCLUDING THE PROVISION OF COMMON SUPPLIES, EQUIPMENT, RENTAL, MOVING, STORAGE AND DISPOSAL.

PRINCIPLES

- Excellence in Customer Service
- Commitment to teamwork
- Dedication to continuous improvement, and
- Flexibilty to meet customer needs

Critical Success Factors

- To carry out an Organization Review to clarify job responsibilities, expectations and establish an internal communication strategy that provides staff with relevant and timely information.

- To maintain and increase our client base and service offerings through integrated marketing strategies and the promotion of sustainable development initiatives.

- To improve our systems of purchasing, contract management, warehousing and distribution of materials.

- To continually develop advanced computer information systems to meet the needs of MDA operations and our clients.

- To improve the financial framework for MDA to reflect effective business and administration practices that will minimize product and service costs to our clients.

SPECIAL OPERATING AGENCY STATUS

At the end of the 2001/02 fiscal year, the Agency will have met a number of challenges since its inception as an SOA. The most significant milestones have included:

- Implemented an accrual accounting and inventory system (1993/94);
- Relocated to much improved office and warehouse facilities (1994/95);
- Expanded market to include all Manitoba municipalities and Federal government offices located in Manitoba (1995/96);
- Integrated the Home Care Equipment and Supplies Program (HCESP) (1996/97);
- Developed a response for a Group Purchasing Program for the Regional Health Authorities (1997/98);
- Integrated the Office Equipment Services (OES) program (1998/99);
- Implementated an interim financial management and inventory system (1999/00);
- Ensured Ttansition of the Agency's information systems under the Province's Desktop Management Initiative.
- Undertaken a human resource and organizational review (2001/02)
- Integrated Textbook warehousing and distribution on behalf of the Manitoba Textbook Bureau (2001/02)
- Implemented first phase of delivery of home care supplies and equipment to Manitobans with Special Needs (2001/02)
- Developed the province's RFP for the provision of Microsoft software (2001/02)
- Introduced first phase of electronic invoicing to government clients (2001/02)
- Undertaken review of warehouse logistics and planning and implemented interior improvements (2001/02)
- Initiated business planning design and RFP development for web-integrated and electronic ordering system (2001/02)

2002/2003 KEY TARGETS

- To offer the broader public sector a centralized organization allowing one-stop purchasing and warehousing of many diverse product lines.

- To ensure quality service by maintaining average stocked response rates to greater than 99% of all items carried.

- To ensure quality service by maintaining an average one (1) business day turnaround time for 98% of urban orders and an average of three (3) business day turnaround for 98% of rural orders.

- To ensure quality service by offering the appropriate product and service at the best value price through economies of scale buying.

SPECIAL OPERATING AGENCY OVERVIEW

- Created in 1974 to provide centralized materials management services for government departments, boards, commissions, and agencies. On April 1, 1993, Materials Distribution Agency (MDA) was approved as Manitoba's second SOA.

- Support services include:
  - storage, disposal
  - government office relocations
  - management of key copy centres
- Manages
  - 22,000 pieces of medical equipment,
  - the distribution operations of the MTBB beginning April 1, 2002.

- Provides logistics and maintenance support for a wide range of office equipment.

- 44 FTE (regular) and 13.5 FTE (term) for 2002/03.

- Operates from 50,000 sq. ft. leased facility on Church Avenue, Winnipeg. Leases 10,000 sq. ft. of additional space for additional storage.

MATERIALS DISTRIBUTION AGENCY

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY

Pro-Forma Balance Sheet

$(000s)

	Mar 31/02	**Mar 31/03**	Mar 31/04
Assets			
Current			
Cash & cash equivalents	1,925.0	**2,517.0**	2,914.0
Investments pension related	-	-	-
Accounts Receivable	2,475.0	**2,000.0**	2,000.0
Accounts Receivable - Province of Manitoba	296.0	**300.0**	300.0
Inventories	1,322.0	**1,750.0**	1,750.0
Prepaid expenses	44.0	**35.0**	35.0
	6,062.0	**6,602.0**	6,999.0
Capital Assets	750.0	**523.0**	535.0
Other Assets	658.0	**301.0**	119.0
	1,408.0	**824.0**	654.0
Total Assets	7,470.0	**7,426.0**	7,653.0
Liabilities			
Current			
Payables and accruals	1,625.0	**1,500.0**	1,500.0
Severance liability	219.0	**268.0**	254.0
	1,844.0	**1,768.0**	1,754.0
Equity			
Contributed Equity	1,246.0	**1,246.0**	1,246.0
Retained Earnings	4,379.0	**4,412.0**	4,653.0
	5,625.0	**5,658.0**	5,899.0
Total Liabilities & Equity	7,469.0	**7,426.0**	7,653.0

MATERIALS DISTRIBUTION AGENCY

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY

Pro-Forma Statement of Earnings and Retained Earnings

$(000s)

	Mar 31/02	Mar 31/03	Mar 31/04
Revenue			
Sales	18,567.0	**15,400.0**	15,531.0
Less: Cost of goods sold	(14,495.0)	**(11,317.0)**	(11,439.0)
Gross Profit	4,072.0	**4,083.0**	4,092.0
Expenses			
Salaries and Pension Benefits	2,106.0	**2,411.0**	2,450.0
Pension costs	90.0		
Occupancy	300.0	**315.0**	324.0
Administrative Expenses	723.0	**735.0**	728.0
	3,219.0	**3,461.0**	3,502.0
Other income	80.0	-	
Net Earnings	932.0	**622.0**	590.0
Revenue Sharing to the Consolidated Fund	(400.0)	**(400.0)**	(350.0)
Contribution to community & other gov't programs	-	-	-
Retained Earnings, beginning of year	3,847.0	**4,190.0**	4,413.0
Retained Earnings, end of year	4,379.0	**4,412.0**	4,653.0

MATERIALS DISTRIBUTION AGENCY

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY

Pro-Forma Statement of Cash Flows

$(000s)

	Mar 31/02	**Mar 31/03**	Mar 31/04
Cash flows from operating activities			
Net Earnings	743.0	**623.0**	590.0
Amortization	240.0	**209.0**	199.0
Amortization and loss of rental equipment	263.0	**330.0**	376.0
	1,246.0	**1,162.0**	1,165.0
Change in receivables	1,600.0	**163.0**	-
Change in inventories	(165.0)	**(47.0)**	-
Change in prepaid expenses	(9.0)	**-**	-
Change in payables and accruals	(2,174.0)	**319.0**	-
Change in severance liability	-	**49.0**	(13.0)
Net cash provided by operating activities	498.0	**1,646.0**	1,152.0
Cash flows from investing activities			
Capital Acquisitions:			
Computer equipment	-		
Fixtures	-		
Office equipment	(5.0)	**-**	
Warehouse Equipment	(10.0)	**(6.0)**	(5.0)
Rental Equipment	(223.0)	**(370.0)**	(400.0)
Computer conversion	-		
Net cash used in investment activities	(238.0)	**(376.0)**	(405.0)
Cash flows from financing activities			
Contribution to community & other gov't programs	-	**-**	-
Revenue sharing distribution	(400.0)	**(400.0)**	(350.0)
Net Cash provided by (used in) financing activities	(400.0)	**(400.0)**	(350.0)
Net Increase (decrease) in cash	(140.0)	**870.0**	397.0
Cash and Short term investments - uncommitted	1,787.0	**1,647.0**	2,517.0
End of year	1,647.0	**2,517.0**	2,914.0
Cash and short term investments - committed			
Beginning of year	529.0	**672.0**	832.0
Employee pension benefits & interest - current	143.0	**160.0**	172.0
End of year	672.0	**832.0**	1,004.0

MAIL MANAGEMENT AGENCY

BACKGROUND

In 1956 Postal Services was created as a branch of the Manitoba Government to provide a centralized mail services program. It was established to achieve economies of scale and to lower overall mail distribution and processing costs to government. On April 1, 1996 the branch was approved as an SOA, and operates as Mail Management Agency.

RESPONSIBILITY

The Agency is responsible for providing centralized postal management and for controlling postage costs to the Manitoba Government. It offers a full complement of products and services related to mail finishing, processing, and distribution. This includes pickup and delivery of Canada Post and interdepartmental mail, affixing the most economical postage for mail to the public and allocating these costs to the originating program, providing technical support to clients, negotiating contracts to reduce postage, and inter-city courier, and providing service according to the franking privileges of members of the Legislative Assembly.

VISION

TO PROVIDE CENTRALIZED, ONE-STOP CORRESPONDENCE DISTRIBUTION SERVICES TO ALL LEVELS OF GOVERNMENT

MISSION

TO ENABLE ITS CLIENTS TO EXPEDITE THEIR PRODUCTS, INFORMATION, AND CORRESPONDENCE THROUGH THE MOST APPROPRIATE DISTRIBUTION ALTERNATIVE

PRINCIPLES

- To provide superior service at reasonable costs to all clients;
- To provide reliable service solutions to all clients;
- To develop lasting and satisfactory business relationship with clients;
- To promote team work and open communications;
- To encourage employee skill improvement, career planning and innovation;
- To provide a safe work environment for all employees.

CRITICAL SUCCESS FACTORS

- Provision of the lowest possible Canada Post incentive rates and mail processing costs;
- Consolidation of existing and dispersed mail operations, eliminating duplication of services;

- Development of clients and markets in the broader public sector;
- Provision of user friendly guidelines for efficient processing of government mail products and services.

SPECIAL OPERATING AGENCY STATUS

2002/2003 is the seventh year for Mail Management to operate as an SOA. As an SOA, Mail Management more closely resembles a private sector business operation with emphasis on customer service and bottom line performance. This operating structure has helped the Agency improve its services to clients while reducing the provincial government's overall distribution costs. The Agency rate structure for its products and services is developed on a fully loaded, full cost recovery basis.

2002/2003 KEY OBJECTIVES

Marketing:

- Develop a more structured approach to customer relationship management;
- Consolidate other Manitoba Government mail operations into one corporate process, eliminating duplication of services resulting in cost savings to government;
- Development of marketing research reports enabling market segmentation;
- Development of interactive presence on the internet.

Operations:

- Detailed review of future capital asset requirements.
- Increased use of Electronic Forms Management (EFM) printer services.

Human Resources:

- Improving the performance appraisal and review process;
- Introduce an annual training schedule reflecting the demands of continual change.

Finances:

- Achieve positive financial results as outlined in the pro-forma financial statements.

MAIL MANAGEMENT AGENCY

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY

Pro-forma Balance Sheet

$(000s)

	Mar 31/02	**Mar 31/03**	Mar 31/04
Assets			
Current			
Accounts receivable	722.6	**639.9**	773.0
Accounts receivable - Province of Manitoba	125.6	**125.6**	125.6
Prepaid Expenses	130.8	**130.8**	130.8
	979.0	**896.3**	1,029.4
Capital Assets	154.2	**221.6**	177.3
Other Assets	24.2	**12.1**	-
Pension Trust	-	**-**	-
Total Assets	1,157.4	**1,130.0**	1,206.7
Liabilities			
Current			
Working Capital payable	177.4	**101.5**	28.2
Accounts payables and accrued liabilities	410.8	**459.3**	447.6
Deferred revenue	2.3	**2.3**	2.3
	590.5	**563.1**	478.1
Long Term Debt	20.6	**20.6**	13.0
Severance liability	76.5	**76.5**	81.0
	687.6	**660.2**	572.1
Equity			
Contributed Equity	51.0	**51.0**	51.0
Retained Earnings	418.8	**418.8**	583.6
	469.8	**469.8**	634.6
Total Liabilities & Equity	1,157.4	**1,130.0**	1,206.7

MAIL MANAGEMENT AGENCY

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY

Pro-Forma Statement of Earnings and Retained Earnings

$(000s)

	Mar 31/02	**Mar 31/03**	Mar 31/04
Revenue			
Processing	5,684.9	**5,173.0**	5,659.8
Finishing	435.4	**435.7**	493.7
Inter-department mail	419.9	**424.3**	507.3
Contract administration	43.0	**40.0**	42.5
EMM - printing	44.5	**45.4**	45.4
Total Revenue	6,627.7	**6,118.4**	6,748.7
Expenses			
Amortization	60.5	**71.9**	75.1
Communication	10.9	**10.9**	11.2
Courier	144.3	**156.1**	163.9
Employee benefits	121.3	**150.7**	151.3
Equipment leases	71.1	**65.2**	74.4
Equipment maintenance	70.2	**41.5**	41.7
Interest	14.3	**14.4**	15.9
Miscellaneous operating	33.6	**33.0**	35.4
Network	29.1	**26.6**	31.5
Occupancy	120.5	**115.5**	116.1
Office	13.9	**16.8**	17.4
Postage	5,185.0	**4,569.5**	5,010.7
Professional fees	7.1	**4.0**	4.4
Salaries	805.6	**829.8**	833.3
Training	9.3	**12.5**	1.6
Total Expenses	6,696.7	**6,118.4**	6,583.9
Net Earnings	(69.0)	**-**	164.8
Retained Earnings, beginning of year	487.8	**418.8**	418.8
Retained Earnings, end of year	418.8	**418.8**	583.6

MAIL MANAGEMENT AGENCY

AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY

Pro- Forma Statement of Cash Flows

$(000s)

	Mar 31/02	Mar 31/03	Mar 31/04
Operating Activities			
Net Earnings	(69.0)	-	164.8
Add: Non-cash charges			
Amortization	30.0	54.1	56.6
	(39.0)	54.1	221.4
(Increase) decrease in non-cash working capital			
Accounts receivable	44.6	82.8	(133.3)
Prepaid expenses	(93.8)	-	-
Investment - Pension	204.0	-	-
Other assets	12.0	-	-
Accounts payable and accrued liabilities	(14.5)	48.5	(11.7)
Deferred revenue	-	-	-
Severance liability	1.8	-	4.5
	154.1	131.3	(140.5)
Net cash provided by (used in) operating activities	115.1	185.4	80.9
Financing Activities			
Decrease in long-term debt	5.3	-	(7.6)
Investing Activities			
Additions to capital assets	(63.8)	(109.5)	-
Increase in long-term investments	-	-	-
	(63.8)	(109.5)	(7.6)
Increase (decrease) in cash	56.6	75.9	73.3
Bank Indebtedness, beginning of year	(234.0)	(177.4)	(101.5)
Bank indebtedness, end of year	(177.4)	(101.5)	(28.2)
Represented by:			
Working capital payable	177.4	101.5	(28.2)

PART 6

EMERGENCY EXPENDITURES

SUB-APPROPRIATION 27-1

EMERGENCY EXPENDITURES

OBJECTIVES:

To provide a funding source for expenditures related to natural and man made disasters such as forest fires, flooding and environmental emergencies.

ACTIVITY IDENTIFICATION:

Provides for expenditures related to forest fires, flooding and other natural disasters, including departmental flood, forest fire and environmental emergency response costs and disaster assistance and other emergency related items. It also provides for partial reimbursement to government departments for property losses not covered by insurance.

The annual estimate of expenditure is derived from historical averages and known disaster assistance claims carried forward from previous years. Actual expenditures vary from year to year depending on weather and the frequency of disasters, as evidenced by the 1997 Red River Valley Flood of the Century.

SUB-APPROPRIATION 27-1

EMERGENCY EXPENDITURES

	Estimates of Expenditure 2002/03		Estimates of Expenditure 2001/02	
	FTE	**$(000's)**	FTE	$(000's)
Emergency Expenditures		**20,000.0**		20,000.0
TOTAL SUB-APPROPRIATION		**20,000.0**		20,000.0

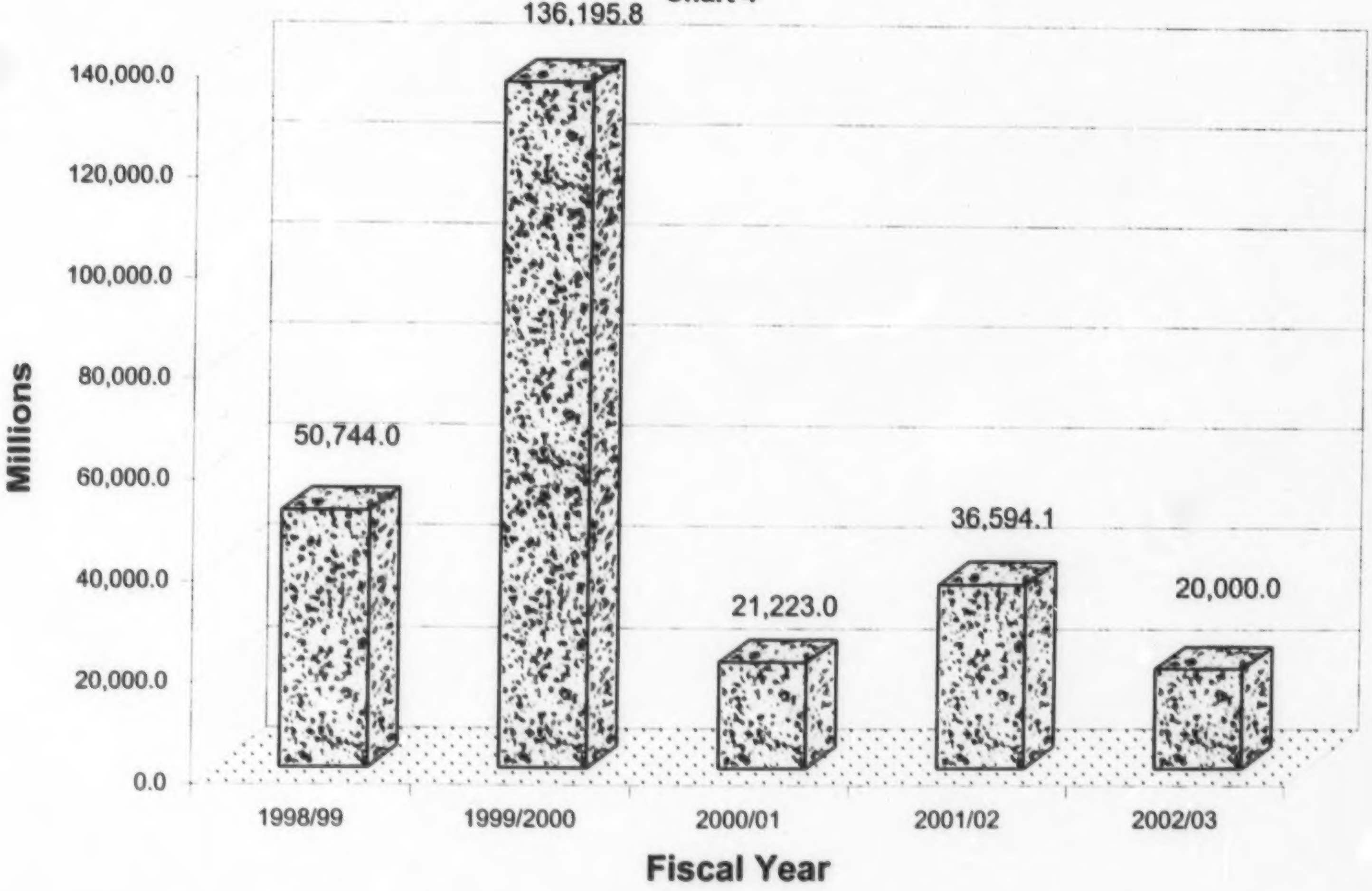
Schedule 8

VOTE 27-1 EMERGENCY EXPENDITURES
FIVE YEAR EXPENDITURE SUMMARY

	ACTUAL EXPENDITURES			ADJUSTED ESTIMATE OF EXPENDITURE	PRINTED ESTIMATE OF EXPENDITURE
	1998/99	1999/2000	2000/01	2001/02	2002/03
Spring Flooding; Spring Flooding 1997; Wind Damage and Rainstorm Flooding	32,209.8	106,410.9	536.4	15,541.7	
Natural Resources - Spruce Budworm/Dutch Elm Disease	1,041.1	908.8	1,174.9	1,112.6	1,194.0
Forest Fire Suppression	15,309.2	26,171.1	17,512.0	19,716.4	10,000.0
Forest Fire Damage					
Environmental Emergency Response	219.5	1,223.9	248.1	502.3	400.0
Grasshopper Control	76.2				
Miscellaneous	1,681.2	1,481.1	1,751.6	(278.9)	1,200.0
Highways	207.0				
Unallocated					7,206.0
TOTAL	**50,744.0**	**136,195.8**	**21,223.0**	**36,594.1**	**20,000.0**

EMERGENCY EXPENDITURES

Chart 4



PART 7

GLOSSARY

GLOSSARY

Cost Element

A cost element is a classification of expenditures according to the nature of expense such as salaries, supplies and services, etc., which identifies the object of expenditure out of appropriation funds. The government accounting system tracks expenditures according to the following cost element groups.

Cost Element Group	*Components*
Salaries	Regular Earnings, Other Earnings, (overtime, shift premium), Ministers and Members of the Legislative Assembly, Fringe Benefits, Other (Worker's Compensation Allowance, Supplement), Health and Education Tax Levy, Benefit Chargeback.
Grants/Transfer Payments	Discretionary Grant, Nondiscretionary Grant, Transfer Payment, Valuation Allowance, Capital Grant.
Transportation	Vehicles, Aircraft, Other (taxi, bus, freight, rail), Travel Agency Fees, Freight/Courier.
Communication	Telephone, Electronic Communication Services, Postal Services, Advertising, Radio Systems, Other.
Supplies and Services	Operating Supplies, Materials, Office Supplies, Maintenance, Other Services, Rentals, Professional Services, Utilities, Other Fees.
Public Debt	Credit/Debit Card Fees, Gain/Loss on Foreign Exchange, Interest on Debt, Discount on Debt, Amortization, Interest Charges, Other Charges.
Minor Capital	Land, Buildings, Vehicles, Equipment, Computers, Furniture, Leasehold Improvements, Loss on Sale of an Asset, Amortization Expense.
Other Operating	Accommodations, Food and Beverage, computer Related Charges, Insurance Costs, Publications, Other Personnel Costs (Relocation/transfer costs), Other (membership fees, hospitality, employee training, uniforms, conference/convention registration fees, incidental allowances), Imputed surcharges.

Financial Assistance and Related Costs	Consumables on behalf of Citizens (Clothing, Food, Drugs), Fees and Services, Shelter, Transportation, special Needs, Direct Assistance Payments, Indirect Assistance Payments.

Employee Benefits

Costs incurred by government for its contributions to the Employment Insurance Program, the Canada Pension Plan, the Group Life Insurance Plan and the Ambulance, Hospital Semi-private Plan, as well as the payments under the Dental Plan, the Long-term Disability Plan and the Levy for Health & Post Secondary Education.

Estimates of Expenditure (Adjusted)

A re-alignment of the previous year's estimates of expenditure for any organizational change to provide for more accurate and realistic comparisons from one budget year to the next.

Full-time Equivalent

A measurement for number of positions. Every full-time regular position represents one full-time equivalent position. Other categories (e.g., term, departmental, seasonal, contract) are measured in proportional equivalents, e.g., a program with a vote of 1.50 term FTE could hire staff in any combination that results in a total of 1 1/2 years (or 78 weeks) of employment (e.g., 6 staff for 3 months (13 weeks) each; 2 staff for 9 months (39 weeks) each; 1 full-time and 1 half-time staff for 1 year; 3 half-time staff for 1 year, etc.)."

Staff Categories

Managerial

Positions which have been delegated the authority and have the responsibility to plan, administer, and control the resources and activities of a defined organizational unit in the Manitoba Government, and are directly and fully accountable for:

- the utilization of resources in achieving planned objectives including the development of a budget and the initiation and authorization of expenditures; and,
- the organization's results and impacts.

Professional/Technical

Employees who have duties that relate to specific areas of program operations requiring some functional specialization.

Included in this category are employees classified within the following components and/or series:

Health
Legal, Inspection and Regulatory
Physical Sciences
Social Sciences
Trades, Operations and Services
Personnel Officer Series
Engineers (O.P.E.E.P.M.)
Legal Aid Lawyers (L.A.L.A.)
Crown Attorneys (M.A.C.A.)
Doctors (M.M.A.)
L.A.M.C. Staff
Professional Officer Series
Administration (with the exception of the Administrative Officer Series)

NOTE: Those employees designated as managers and also classified within one of the above components or the excluded component shall be categorized only once, as managerial.

Administrative Support

Employees who have duties related to the provision of support and assistance to program operations.

Included in this category are employees classified within the Clerical Component or the Administrative Officer Series.

Staff Turnover Allowance

An adjustment made to a salaries account to allow for attrition and staff turnover. It is a negative adjustment to enable the Organization to more accurately display salary requirements.